



Powys Association of Voluntary Organisations  
Cymdeithas Mudiadau Gwirfoddol Powys

# BWRDD CYFARWYDDWYR ac YMDDIRIEDOLWYR BOARD OF DIRECTORS AND TRUSTEES

Minutes of the Board Meeting held on 29 November 2024 at PAVO Offices, Ddole Road, Llandrindod Wells

Present: Jamie Burt (Chair)  
Myra Francis  
Lisa Griffiths  
Jennifer Owen Adams  
David Price (until 11am)  
Peter Swanson

In attendance: Clair Swales (CEO)  
Angela Owen (Head of Internal Services)  
Michele Muireasgha (Head of Third Sector Development)  
Sharon Healey (Head of Health, Wellbeing & Partnerships)

Apologies: Wendy Beaven, Margaret Evitts, Gary Mitchell, William Powell

Agenda Item and paper No	Item	Minute	Action / Decision
1.	<b>Chair's Welcome</b>	<p>Jamie welcomed everyone to the meeting and expressed a special welcome to newly elected Board members Lisa Griffiths, David Price and recently co-opted, Jennifer Owen Adams.</p> <p>Angela will forward Trustee/Director registration documents to all three new Trustees.</p> <p>Jamie encouraged new and existing Trustees to attend the PAVO Staff Development day taking place on 11 December in Llandrindod Wells.</p>	AO to send documents

2.	<b>Apologies</b>	Apologies were received and recorded (see above).	
3.	<b>Declaration of interests</b>	<p>Jamie Burt declared an interest in agenda item 15.1 Powys Volunteer Centre Review as Chief Executive of Ponthafren, a PAVO delivery partner.</p> <p>Jennifer Owen Adams declared a standing interest as an independent member of Powys Teaching Health Board and Commissioning Partnerships and Chair of the Public Service Board Scrutiny Committee.</p>	
4.	<b>Election of Chair and Vice-Chair</b>	<p>The election of chair and vice chair was conducted by Clair Swales:</p> <p>Chair - Jamie Burt was proposed by Peter Swanson, seconded by Jennifer Owen Adams and carried unanimously. Jamie thanked the Board and stated that this would be his final year as he considered change to be good for an organisation.</p> <p>David Price commented - as a new member it would be difficult to nominate a vice-chair and suggested that the decision be deferred to the next meeting, after having had the chance to meet fellow Trustees at the Staff Development day.</p>	Agreed that the election of Vice-Chair should be postponed to the next meeting.
5.	<b>Minutes of Board Meeting held on 27 September 2024</b>	The minutes of the meeting held on 27 September 2024 were agreed as an accurate record.	Approved
6.	<b>Redaction of minutes</b>	Any redactions to the minutes were considered prior to publication.	No redactions were made.

<p>7.</p>	<p><b>Matters Arising:</b> (see action log)</p>	<p>All actions from the previous meeting were reported as being on track or completed, except for</p> <p><b>Matters arising</b></p> <p>7.1 Board member attendance – Consider alternative day and/or time</p> <p>7.3 PTHB Ex officio arrangements – It has not been possible to set up a formalised agreement in relation to the Independent Member of Powys Teaching Health Board as an on ex-officio Trustee.</p> <p>7.4 PVC review – Covered later in the agenda.</p> <p>7.5 Governance Development – The programme for 2025 will be considered in the February Board meeting and to include the possibility of Social Media Training.</p> <p>7.6 Recruitment policy - Jamie, Clair and Angela to have wider discussion in the new year regarding general recruitment process in the long term</p> <p>7.7 Restricted funds review</p> <p>7.8 PBS review – Delayed to January 2025 due to staff sickness and RIF evaluation and prioritisation process</p>	<p>Trustees to be asked for suggestions to improve Board meeting attendance.</p> <p>To be discussed in February Board meeting.</p> <p>Jamie, Clair &amp; Angela to have wider discussion regarding general recruitment process.</p> <p>Discuss at part of budget for 25/26 at February Board meeting.</p> <p>PBS Full Report to Board in February 2025</p>
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		7.9 Listen & Learn – Jamie informed new Trustees of the background to the programme. Clair added that in order for it to work it needs the commitment of Trustees to take part.	Discuss process in February 2025.
8.	<b>Co-Options 2024-2025</b>	<p>Elin Wozencraft, Sports Powys - Jamie proposed, David seconded and all were in favour of the co-option to the PAVO Board. Jennifer declared that Elin was a family member.</p> <p>PAVO Board can Co-opt up to three trustees each year, therefore there is one place remaining.</p> <p>The PAVO Trustee skills audit will be emailed to all Trustees as part of the Internal Governance Programme for 2025 and will identify any specific skills or interests that may be missing from the current Board members.</p> <p>Jamie asked Board members to consider their interest in being part of sub-groups such as PAVO's Health &amp; Safety or a representative on the PSB Scrutiny Committee.</p>	<p>Approved</p> <p>Election of Trustees to PAVO sub-committees</p>
9.	<b>6 Monthly Business Plan Report Card 23/24, CEO Report and Heads of Service updates</b>	<p>The 6 Monthly Business Plan Report Card 24/25, in its new design format, and CEO Report were circulated with the papers prior to the meeting.</p> <p>Clair spoke to her report.</p> <p>SPF Projects ending 31 December 2024 – Staff morale is reasonable good in relation to projects coming to an end. There will be two members of staff leaving us at Christmas. PAVO continues to support a number of staff with long term health issues.</p>	Received

		<p>National Insurance increase - the impact on PAVO budget, at current staffing levels, will mean an increase of £40k next year. The impact of this will be built into next year's budget following agreements with Welsh Government (TSSW), RPB in relation to RIF funding and other funders. Draft budget for 2025/26 will be presented to the Board in February.</p> <p>RIF (Regional intergrated fund) - The excellent feedback from PAVO's work with RIF, and complimentary comments from the assessment panel, were noted along with the large amount of work and time involved. Clair said that it was important to meet the challenges as they arise. Jamie also acknowledged the extra work involved with the RIF framework.</p> <p>Heads of teams, Michele Muireasgha, Angela Owen and Sharon Healey, verbally highlighted various aspects of their Departments work.</p> <p><u>Head of Health &amp; Wellbeing</u>, Sharon Healey –  Powys Befrienders Service still continues to provide a timely service with much learning being gained that will be included in the review.  The Farming Fit project has supported conversations in signposting as shown in the outcomes and it is hoped to roll out the project to other arenas in the future. Funding to continue the project is currently being explored.  David commented that the shift amongst men due to the Farming Fit project was incredible</p> <p>Participation work continues with focused networks, Health and wellbeing engagement in communities, particularly in older people.</p> <p>Findings from PAVO projects and the sector is shared with strategic partners. Recently complexity of cases and the demand for support has been highlighted. Learning from the new Child Poverty project will also be shared in the future</p>	
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		<p>Risk Register – Jennifer asked if PAVO had a register. Angela explained that PAVO have a full risk register broken down into 5 different areas. She add that each Board report includes reference numbers relating to the risk register. A six monthly summary risk report is also completed by the CEO for the Board.</p> <p>The new design was well received by the Board.</p>	<p>trustees will know if the performance is as expected.</p> <p>To be reviewed in the Board meeting in February</p>
10.	<b>Chair's Update</b>	<p>The Chair presented a brief, oral report thanking everyone that attended PAVO's recent, first face to face AGM/Conference since 2019, incredibly well run and a testament to the organisation, also an appreciation for those that contributed to the work behind the scenes.</p> <p>The chair was involved on the panel to nominate a High Sheriff of Powys and also attended a lunch to thank previous PAVO Trustees, Trish Buchan and Dominique Jones, for their contribution to PAVO's Board over many years.</p>	Received
11.	<b>TSSW Strategic Investment Case 2025-2028</b>	<p>The TSSW Strategic Investment Case 2025-2028 was presented to the Board for discussion.</p> <p>The document was mainly for information and there were no further comments from the Board.</p>	Received
12.	<b>PAVO AGM and Conference post event information report</b>	<p>The PAVO AGM and Conference post event information report was presented to the Board for discussion.</p> <p>Over 100 people attended with over 60 organisations represented. Third sector attendance was up and statutory numbers were lower than previous years.</p>	Received

		Feedback was generally positive and staff were thanked for their contributions and Ruth for her wealth of knowledge in conference planning.	
13.	<b>Budget Monitoring Report 2024-2025</b>	<p>The Budget Reports and the revised budget to the end of year 2024-2025 was presented to the Board for approval.</p> <p>13.1) Balance sheet as 30 September 2024</p> <p>PAVO cash reserves are currently invested with Flagstone investments which gives a variety of interest options.</p> <p>Current Debtors are higher than previous year due to the SPF Grants claims not yet being paid.</p> <p>13.2) Budget Monitoring Q2 2024-25</p> <p>Report demonstrates that the actual delivery for the year is matching the Budget in most cases. There have been additional projects added during the year and increased budgets in others hence the variance showing on the report.</p>	Approved
14.	<b>6 Monthly Budget Review 2024-2025</b>	<p>The 6 Monthly Budget Review 2024-2025 was circulated to the Board for approval.</p> <p>Angela highlighted explanations in the notes column explaining the changes from the original budget to the revised budget. The slight deficit is envisaged to be a surplus by year end.</p>	Approved



<p>15.</p>	<p><b>To receive an update on the internal reviews and discuss and approve recommendations</b></p>	<p>The Board received an update on the internal reviews and discussed the proposed recommendations.</p> <p><b>15.1 Powys Volunteer Centre (MM)</b></p> <p>Jamie Burt declared an Interest in this item and therefore did not take part in any of the discussion or decision.</p> <p>Clair Swales chaired this part of the meeting. Michele spoke to the report, highlighting that recommendation one is the Management preferred option as this covers the whole of Powys, it follows the outline of the locality networks and allows existing Partners to apply initially with the possibility of an Open call should all areas not be covered. The proposal reduces targets for new volunteers but introduces a target for retention of volunteers. Email responses had been received from Gary, William and Wendy, all of whom were unable to attend the meeting giving their approval to recommendation one.</p> <p>Clair expressed gratitude for everyone's work in the Review.</p> <p><i>David left the meeting 11.10am.</i></p> <p><b>15.2 PAVO Grants Review (AO)</b></p> <p>It was noted that the purpose of the review was to map out and consider the current systems, procedures, culture and practice of grants facilitation, identify any areas where things are working well or not so well, and to make any recommendations for consideration by the Executive Management Team. The Board discussed the 7 recommendations.</p>	<p>Approved recommendations</p> <p>It was agreed to approve recommendation one of the Powys Volunteer Centre report.</p> <p>15.2 The Board unanimously agreed all 7 recommendations</p>
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16.	<p><b>Internal Audit Reports</b></p> <p>Quality Assurance Plan – and request for nominations of Trustee representatives.</p>	<p>The Internal Audit Reports was circulated to the Board for approval.</p> <p>It was noted that the Board had previously reviewed the use of externally verified quality standards and concluded that the costs and resources needed to obtain the various standards significantly outweighed the benefits.</p> <p>After each section a report will be brought to the Board so that any identified issues will be discussed for improvement. Jennifer welcomed the process and would be happy to involved and suggested that and external source would give more credibility. Angela replied that Trustees were independent from certain elements such as day to day areas but perhaps another CVC would be beneficial for areas of governance.</p> <p>It was noted that it would not be possible to request nominations for Trustee representatives at this meeting as it did not have its full cohort of Trustees.</p> <p>Jamie thanked Janet and Angela for putting the paper together and was looking forward to working with Trustees in this area.</p>	<p>As the meeting did not have its full cohort, Jamie to follow up, via email, to encourage Trustees to indicate their particular areas of interest</p>
17.	<p><b>To Discuss and Approve the Policy Updates</b></p>	<p>The Board received and discussed the Policy Updates</p> <p>It was noted that once approved the policies are uploaded to the Staff system with a ‘read and accept’ function.</p> <p>17.1 Guidance on Managing Challenging Behaviour</p>	<p>17.1, 17.2. 17.3 and 17.4 were all approved by the Board.</p>

		17.2 Professional Boundaries Policy 17.3 Training and Development Policy 17.4 Smoke Free Policy. Janet was thanked for the streamline process.	
18.	<b>TSPC letter to the Chancellor of the Exchequer</b> <a href="https://www.ncvo.org.uk/news-and-insights/news-index/open-letter-chancellor-national-insurance/#msdyntrid=TdTPBOdyfEYA_SYOo0sFTjv7JimEoxisT5FWkupvqxA">https://www.ncvo.org.uk/news-and-insights/news-index/open-letter-chancellor-national-insurance/#msdyntrid=TdTPBOdyfEYA_SYOo0sFTjv7JimEoxisT5FWkupvqxA</a>	For information  Any comments contact the report author.	Received
19.	<b>TSSW letter to Mark Drakeford MS, Minister for Finance</b> <a href="https://wcva.cymru/wcva-share-s-sectors-concerns-on-national-insurance-increases/">https://wcva.cymru/wcva-share-s-sectors-concerns-on-national-insurance-increases/</a>	For information	Received
20.	<b>PAVO Engagement Report - Older Peoples Forum &amp; Age Well Partnership</b>	For information	Received
21.	<b>The Value of Community Rail</b>	For information	Received
19.	<b>Future Board Meetings:</b>	<u>2024</u> - 11 December_– Staff Development Day	

	online - 9:30am to 13:30pm	<u>2025</u> - 7 February (all day away day), 28 March, 30 May, 25 July, 26 September, 28 November <u>2026</u> – 27 February	
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<b>ACTIONS LOG KEY</b>
<b>COMPLETE</b>
<b>ON TRACK</b>
<b>PROGRESS DELAYED</b>
<b>PROGRESS AT RISK</b>

Agenda / Date / Item	Log of Actions carried forward	Responsible Officer	Status	Progress update
24/4/05 24/11/29/7	Trustees to be asked for suggestions to improve Board meeting attendance.	CSw		
24/07/19/11 24/11/29/7	Governance Development – With the new Trustees coming on board it was agreed to discuss the replacement of the Trustee Social Media Training offer at the February Board Development Day.	CSw		
24/07/19/15	Recruitment & Selection Policy – The internal application process for equality and consistency regarding an internal candidate has been updated.			

24/11/29/7	General recruitment process to be reviewed later in the year.	JB/CSw/AO		
29/11/7	Restricted Funds Review Discuss as part of budget for 25/26 at February Board Meeting.	JB/AO		
29/11/7	PAVO Befriending Service Review Delayed to January 25 due to staff sickness and RIF evaluation and prioritisation process	SH		
24/09/27/1 7 24/11/29/7	Jamie & Clair to discuss different formats for the Listen & Learn Visits Schedule discussion for February 2025 Board Meeting.	JB/CSw		
29/11/4	Election of ViceChair – to be considered at the February Board			
29/11/7.1	Board member attendance – Consider alternative day and/or time Trustees to be asked for suggestions to improve Board meeting attendance	CSw		
29/11/8	Election of Trustees to PAVO Sub Committees Take place in the February Board meeting	JB/CSw		
29/11/9	Social Value Development Fund report to be circulated to new Trustees	CSw		
29/11/9	Risk Register – To be reviewed in the February Board meeting	CSw/AO		

