

Minutes of Director's Meeting held at
11:00 – 22nd January 2014
Waterhouse Business Centre, Chelmsford

Present

John Reid, Chairperson, **JR**
Stuart Holt, Vice Chairperson, User Group (South), **SH**
Christine Mitchell, User Group, (North) **CM**
Roy Haycock, Treasurer, **RH**
Pat Fitzpatrick, Board Secretary, **PF**
Dennis Small, **DS** (Northern Ireland)

LA Office Staff

Dave White, Chief Executive Officer, **DW**
Carly Duffett, Fund Raiser, **CD**
Dean Heffer, **DH**
Kevin Thrift, **KT**

Apologies

Gareth Jones, **GJ** (Wales)
Roger Phillips **RP**
Karen Stannard **KS**

2. Approval of Minutes from Board Meeting 16th and 17th November 2013

The minutes for the meeting on 16th November were approved subject to a small amendment in paragraph 5. Acceptance of the minutes of 16th November were proposed by **DS** and seconded by **SH**, all agreed acceptance. The minutes for 17th November were proposed by **CM** and seconded **SH**, all agreed acceptance.

3. Matters Arising

SH commented that the Disability Wales website profile of a member had now been updated.

RH commented about non-disabled drivers parking in Disabled bays. **SH** mentioned that reporting the car number to the Local Authority could result in a letter being sent to the offender.

DW confirmed that you cannot leaflet cars as it would be seen as littering. He said that NCP car parks have signs up detailing details of Disabled bays.

JR mentioned a scheme run by Disabled Motoring UK called the Baywatch campaign. The aim of the campaign is to stop the abuse of parking bays designed and provided for disabled people in supermarket car parks by changing the attitudes of the general public. A second part of the campaign is to work with supermarkets to ensure there is adequate provision of well designed and sufficient numbers of parking bays for disabled people.

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4 Chairperson's Report

JR stated that he had attended the following meetings:

- The interviews for a replacement for Linsey Hyde.
- P&O awards.
- JR and DW met a 3rd year Media student from Bournemouth who wanted to find out more about the LA
- Joint Committee on Mobility for the Disabled. During the meeting there was a presentation about airlines. JR said that he would pass the presentation on to the rest of the trustees when he received it.
- Meeting with Monitor, the sector regulator for health services in England.
- 10/01/14- Financial meeting at the office.
- 14/01/14 - ATOS meeting.

CM commented that we should publicise the work that the trustees and staff have done so that members can see that we are working on their behalf.

Over the Christmas period **JR** covered the phones. He had taken 3 calls, they were not urgent and he passed the details over to the office staff to be dealt with after the Christmas break.

CM said that she had received an email from a member about 'A3 - step change for commissioned services'. **PF** said that she had received the same email. **CM** said that she would pass it on to **DW** and **PF** said she would pass it on to the rest of the trustees.

Action – JR to pass on airline presentation to trustees.

Action – CM to pass on the email to **DW**.

Action – PF to pass on email to the trustees.

5. Treasurer's Report

No report available.

12:45 - CD and **KT** joined the meeting.

KT introduced himself and explained how he came to be an amputee. He also gave details of his work history. He has currently been employed by the LA for 3 weeks and is at present learning more about the LA as well as dealing with admin, legal panel and membership issues.

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CD handed out some new spreadsheet recording income and expenditure and explained the layout of the documents. She mentioned that accounting information is required for funding applications. The accounts show funds currently held and the monies we hope to secure to cover different projects. The accounts are one way to measure how the association is doing. **CD** has set up accounts for 1st April 2014 onwards so that she can keep details of all funding received. **CD** has also produced a funding proposal document to record full details of proposed projects and to keep a check on those projects undertaken.

PF queried **CD** about the LA Facebook and Twitter accounts and **CD** explained the use that the LA was making of social media.

6. User Groups Report

LA Parliamentary Report – no meetings have taken place.

User groups report:

CM said that she had attended a Christmas meal, followed by a band concert with her local group.

CM is working with the Sheffield user group but at the moment has not made any progress.

SH had a meeting with his local group just before Christmas and had attended a Christmas lunch. He had been in contact with Colin Dance at Gillingham and asked if he could go to their next user group meeting.

SH had also approached Portsmouth about attending a user group meeting.

SH commented that when members of the armed forces wanted to attend a centre other than those of the 9 main centres i.e. closer to their home, funding was not always being passed to their preferred centre. He mentioned that the 9 main centres are receiving additional funding for things such as extra fitting rooms.

JR mentioned that there is a worry that many consultants and prosthetists are nearing retirement age and this may result in a shortage of people with the relevant skills in the future. He is attending a meeting at South Bank University tomorrow, 23/01/14, to discuss the issue.

SH asked about the latest position of the LA Children's fund. **DW** said that the original idea was for a booklet to be produced that the parents of children undergoing amputation could use to explain to the child what was going to happen to them. However consultation with Great Ormond Street Children's Hospital had suggested that such a booklet was not required. **RH** did not agree, he felt that such a booklet would be of great help to both parents and children.

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One idea that the trustees had proposed instead was to give DSC's electronic devices that the children could use whilst at the centre.

DW said that he would look into the matter and see if he could find out exactly what the intention of the donor was for the use of the money.

CM suggested that if we go ahead with a booklet that we should talk to other organisations such as REACH and STEPS to see what they would advise.

Action – DW to check with solicitor re. intention of the donation to the LA Children's fund.

Board Secretary Report:

PF had previously issued a board secretary report which showed that she had attended the following meetings:

1. P&O Awards 5th December 2013.
2. All-Party Parliamentary Disability Group (APPDG) on the 9th December 2013.
3. Quality of Life of Established Amputees (QLEA) Research Project meeting on 16th December 2013.

PF mentioned that she had received the proposal for Phase 2 of the QLEA project. She asked for clarification of what the project was intended to achieve. The trustees understood that Phase 2 was to look at the outcome of Phase 1 and based on the outcome Phase 2 was to look at all amputees. **PF** said she would send the trustees the proposal for Phase 2 so that they could register any comments that they had n.b. the revised project proposal would be issued after 31/01/14, the deadline for comments on the original proposal

Action – PF to forward to all trustees the suggested proposal for the 2nd phase of the QLEA project.

7. Business Plan

PF had put this item on the agenda to check the latest position of the document. **DW** said that the plan had been agreed by the board and had been issued.

8. Communicating with similar organisations.

It was agreed that this item no longer needed to be progressed as it was evident that the LA had been building stronger links with other organisations.

DW explained that he was speaking to people in other organisations directly and felt that this was a more useful way of communicating rather than via a general letter.

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9. StepForward.

DW, Richard Morrison and **PF** had a meeting with Ten Alps. A number of changes had been put in place including introducing a User Group page. It was hoped that this page would be used to publicise the different activities of User Groups as well as advertising the date of forthcoming user group meetings. **DW** asked all trustees to contribute to the page.

Action – Trustees to forward relevant information for the User Group page.

10. Office Report

DW had issued an office report for distribution prior to the meeting.

11. AOB

JR asked **DW** about the position re. staff pensions. **DW** stated that he will start looking at the situation in 2015, as pensions do not have to be put in place until 2018.

It was discussed whether we should hold the User Group Conference at the same time as the AGM. This was felt by all trustees to be a good idea especially as we are trying to move the date of the AGM to earlier in the year.

It was tentatively decided to hold both events over the same weekend during the 2nd or 3rd weekend in September, depending on whether we can get suitable accommodation and conference facilities. It was suggested that we try to find a venue either in Liverpool or Manchester.

CM will speak to Richard re. investigating the venues.

DH attended the meeting at 16:00. **DH** asked if any trustees would be willing to take part in a session of gentle exercise so that they could be photographed and the pictures put on the LA website. The Trustees said that they would be willing to take part in an exercise session, hopefully to take place at the next Trustee meeting.

Action – Trustees to check Job Description for Benefits Advisor and let DW know of any amendments required.

Action – DW to arrange for the Benefits advisor post to be advertised once comments on the job description had been received back from trustees.

Action – CM to speak to Richard about finding suitable venues for hosting a User Group Conference and AGM

Action – DH to arrange an exercise session for the next trustee meeting.

The next trustee meeting is scheduled for Wednesday 9th April 2014. The meeting ended at 16:30.