

**Urram Board Meeting Notes 7<sup>th</sup> March 2022 9.30 am via Zoom**

		Action
1	<p><b>Welcome and apologies</b>  Present: James Hilder, Elizabeth Carmichael, , Sally Semple, Gill Calver, Jenni Hodgson, John Jones and Louise White, Natalie Rodgers.  Apologies from Denise Anderson, Ali Upton, Jane Gaze and Claire Cameron.  James welcomed all to the meeting and Gill asked that we start by condemning the actions of Russia and extending our greatest sympathy to all those in Ukraine.</p>	
2	<p><b>Minutes of the last Meeting</b> (January) proposed James, seconded by Sally  AGM minutes – also noted. Louise to put the chairs report and election of trustees as a news item on website/social media  <b>Matters arising not covered on the agenda</b>  Vision statement. James to send to Louise, Louise and Natalie to work on and circulate – to be agreed at next meeting.</p>	<p>Louise</p> <p>Louise/ Natalie/James</p>
3	<p><b>Dail Mhor update</b>  Closed to new admissions currently due to local covid outbreak. This may lift at the end of the week. 2 residents at the moment. Very short staffed due to covid and annual leave.  Dail Mhor vehicle- use for hospital transport. Its on the agenda for tomorrows strategy meeting. No response to Jane’s emails regarding using it. The future of the vehicle appears to be uncertain and it might be difficult bringing it in to use.  As rising costs increase the operating pressure of DM, more than ever we need to be strategic in working with the NHS- in a good place for this to be built on as move forward.  In the long term as we look to a new building and building standards for all electric building might result in more stable operating costs.  Board acknowledged that it is quite possible that during the re-development Dail Mhor may need to close, so current respite services would have to be paused, although the consultants have been asked to look at whether a phased approach is viable.</p>	

4	<p><b>Hospital Transport</b></p> <ol style="list-style-type: none"> <li>1) Deer collision. Around £9000 in repairs and just waiting for insurance to confirm that they will cover the cost. Courtesy car is on the way this week.</li> <li>2) DM Car-NHS slow to respond. Progress has been made with Morvern Eco Wheels and an application is going to Morvern Community Trust to ask them to underwrite the operating costs for the first year. This will allow us to experiment with it, ensuring its viability and also to allow us to pilot the concept of an electric vehicle for the future.</li> <li>3) Working on refining paperwork and systems to ensure they capture what we need. Board agreed we need to move away from cash transactions in the vehicle and try to get receipts and payments digitally, although cash will likely still be required for some customers.</li> <li>4) Natalie raised the WLHTP facebook page. <b>It was agreed to make Jane an admin on the Urram page and to close the WLHTP facebook page.</b></li> </ol>	<p>Jane/James</p> <p>James</p>
5	<p><b>Helping Hands- Befriending</b></p> <p>Funding from the Highland Communities Mental Health and Wellbeing Fund came in to effect on the 1<sup>st</sup> of March so Natalie's hours have increased to 25 hours per week. Have to report by 15<sup>th</sup> April how and what we have spent the money on so far and what benefits has it brought to the community.</p> <p><i>Progress report:</i></p> <p>1 befriending partnership running in Strontian</p> <p>1 client (in each) waiting for a befriender in Ardgour, Acharacle and Lochaline</p> <p>1 volunteer on hold in Ardgour- change of circumstances.</p> <p>Attended Morvern Community consultation drop in, in Lochaline which resulted in 3 volunteers. 1 referral came from Care at Home- encouraging to see that they are promoting our service.</p> <p>Strontian drop in – resulted in 3 members and 1 possible referral and possible volunteer.</p> <p>28<sup>th</sup> March is Lochaline drop in.</p> <p>Dates for Ardgour, Kilchoan, Acharacle, Treslaig are still TBC</p> <p>In touch with Youth Development Officer at AHS. Exploring possibility of youth volunteers.( Considering need for clients to have PVG checks and checking our insurance- doesn't immediately seem to specify.) The board fully supported inclusion of s5/6 within the befriending scheme- encouraging realistic expectations. Noted Ali Upton may have some insights with young people volunteering from her professional role.</p> <p>Befriending training day scheduled for 4<sup>th</sup> of April in Lochaline</p> <p>The Board congratulated Natalie in 'getting out and about' and this was paying dividends and raising the profile.</p>	<p>Natalie</p>

6	<p><b>Dail Mhor redesign</b></p> <p>Consultants are Duncan Macpherson, Faye Macleod and Alan Dickson. Good site visit 2 weeks ago with plenty of conversation. Louise, Natalie, Gill, and John accompanied with James</p> <p>Duncan asked about strength of volunteers locally and would there be space for a model that relied heavily on volunteers. The feeling was that geography would make this difficult but potentially more could be done to promote more volunteering within the hub.</p> <p>Discussion around what volunteers could contribute to DM but also what DM/hub could contribute to the community and having a more 2 way partnership.</p> <p>There was some discussion (re phased development) that the Council owned new sheltered housing could provide a base for the residents in the short term if DM had issues prior to something else being built.</p>	
7	<p><b>Policies, Procedures and PVG</b></p> <ol style="list-style-type: none"> <li>1. Volunteer handbook- generally agreed. Final deadline of 18<sup>th</sup> march for amendments.</li> <li>2. Job roles agreed and allocated as follows; <ul style="list-style-type: none"> <li>Chairperson- James Hilder. Proposed Sally seconded Elizabeth</li> <li>Treasurer- Jenni Hodgson. Proposed James seconded John</li> <li>Secretary- Gill Calver. Proposed James seconded John</li> <li>Board member responsible for data protection : Jenni Hodgson</li> <li>Board member responsible for safeguarding: Sally Semple</li> <li>Board member responsible for HR( pastoral care): Elizabeth Carmichael</li> <li>Board member responsible for HR( Policies) : James to speak to Ali</li> <li>Staff liaison Befriending: Elizabeth</li> <li>Staff Liaison Hospital Transport: James</li> <li>Staff Liaison Project Officer: Jenni</li> </ul> </li> </ol>	
8	<p><b>Finance</b></p> <p>Fundraising- MCT- funding for Morvern Eco Wheels</p> <p>Hugh Fraser foundation- £7k annually for 3 years support hospital transport and befriending- review end of March</p> <p>Robertson Trust- application just started.</p> <p>NHS- capacity building – strategy meeting 8<sup>th</sup> March.</p> <p><b>Volunteer expenses- receipts handling.</b></p> <p>Jenni expressed unhappiness with current system. No clear paper trail of cash handling, personal details left in the car breach data policy, not because a lack of trust but the requirement to be clear, transparent and traceable with all financial and data handling obligations.</p> <p><b>The board agreed that cash free is the way to be and to get there we need an interim robust system</b> which may be printed envelopes for a secure drop off or for posting. Additional complications with not having cash deposit facility with business bank account. Jenni/James/Jane/Louise/Natalie to devise a comprehensive system prior to going digital.</p>	<p>Jenni/Jane/ James Louise/Natalie</p>

9	<p><b>Trustee Recruitment</b></p> <p>James to write to all Community Councils inviting members. Phil Simpson as a co-opted trustee. All were in agreement. <b>James to make contact with Phil.</b></p> <p>Conversation followed around if it might be appropriate for any NHS staff members to join the board and if any conflicts would arise. Input from GP's locally would be welcomed. Perhaps some of the Non exec members on the NHS Highland board would be good to try. <b>James will speak to Graham Bell</b> about this.</p> <p>It was agreed to approach local councillors after the May elections. Next month De Tha Dol- have an update and opportunity for applications to become trustees.</p> <p>If the village hall makes progress with HC it might be time for a village hall nominee to come forwards.</p> <p><b>Louise/Natalie to create a board recruitment pack.</b>(James to share what he has already)</p>	<p>James James</p> <p>James</p> <p>Louise/James</p> <p>Louise/ Natalie</p>
10	<p><b>AOB</b></p> <p>Phones- Natalie raised issue with phone not having password protection. <b>It was agreed for</b> her to go ahead and purchase an appropriate phone.</p> <p>Natalie also raised inherited volunteers from WLHTP haven't completed the same paperwork as new volunteers- specifically regarding sharing of details for administrative purposes. <b>The board agreed this was required.</b></p> <p>It may soon become time to use mailchimp or similar for larger email lists. Keep an eye on telecoms systems/business mobile accounts as we continue to grow.</p>	<p>Natalie</p> <p>James/Jane</p>
11	<p><b>Date of next meeting</b> – 25<sup>th</sup> April 9.30 am 6<sup>th</sup> June, 18<sup>th</sup> July, 5<sup>th</sup> September, 10<sup>th</sup> Oct, 21<sup>st</sup> Nov,</p>	