

Urram Board Meeting Notes 14th May 2024 7.30pm via Zoom

		Action
1	<p>Welcome and apologies Present: James Hilder, Sally Semple, Elizabeth Carmichael, Sandra Lawton, Gill Calver, Denise Anderson, , Louise White Apologies; Jenni Hodgson, Ali Upton</p>	
2	<p>Minutes of the last Meeting (April) Proposed Elizabeth, seconded Sally.</p>	
3	<p>Morvern Eco Wheels The board agreed the proposal to make an offer to MCDC to purchase the Morvern Eco Wheels car. Louise to speak to Jenni about progressing. Some discussion about how much to offer, bearing in mind it is part of a grant and the offer and budget needs to maximise the use of the grant funding. Sally suggested a conversation with Miles regarding the high electricity costs and charging.</p>	Louise/Jenni
3	<p>Staff Restructure Due to the growth of the charity, the need to reorganise the management of the transport service and car club, and the fact the some staff have had to alter their hours leaving job descriptions out of sync, the board agreed the proposed staffing restructure as circulated, noting that the potential for a Social Coordinator is somewhat down the line. Funding from NHS Highland for capacity building and to make a successful contribution to community-led care initiative is critical and we await a response from Ian Thomson. Louise will initiate conversations with Tracy, regarding Transport Manager Jenni/ James will have a conversation with Donna. Consideration needs to be given to how the board best support the structure and Louise with increased line management responsibilities. It was noted that there needs to be clear lines of accountability and transparency, with clear signed job descriptions, ensuring feedback from individuals is timely etc. It would be helpful to have a flow chart showing how roles link together with areas of responsibility, defining who reports to who, and who covers for other members to aid flexibility. SIRD Project Officer. The board agreed the job description and to advertise immediately. The advert needs tweaking. Application deadline of the 9th of June, with adverts in the De Tha Dol, Hi Jobs, posters and social media. Interviews on the 17th of June with Elizabeth, Denise and Louise on the interview panel</p>	<p>Louise Jenni/James</p> <p>Louise</p> <p>Elizabeth/ Denise Louise</p>

4	<p>Dail Mhor</p> <p>Discussion regarding the summary paper. Still no communications from NHS Highland. James to chase. Louise to send Gill 'community engagement' document which summarises commitments from NHSH regarding recruitment. Gill will write to David Park regarding recruitment process. Today Sally and Louise met with the Highland Council Lochaber Area Committee, which raised our profile and drew their broad support for Dail Mhor redevelopment. It laid the initial ground work for asking for revenue funding for our fixed costs. The committee noted that they didn't have the funds for such an ask and weren't sure where they might come from but understood why we were starting conversations now about the project. Discussion over ownership especially the village hall. James to email DTAS to access Scottish registry on our behalf</p> <p>Project SDS</p> <p>Is moving forwards with a meeting on the 23rd May in Fort William. Louise to see if Ali and Jenni can join James and Louise</p>	<p>James Gill</p> <p>James</p> <p>Louise</p>
9	<p>A.O.B</p> <p>Letter to Bryan. James to write to Bryan thanking him for his service. Hyundai to join the Car Club. The board agreed that this was a good next step and made good use of our assets. Community Brokerage Award- proposed by email from Ali as a good training opportunity for Louise and the SiRD worker especially with the development of the new job. It is reasonably expensive, but funding may be available. A clause of repayment if contract ends early might be worth considering. Louise will circulate.</p>	<p>Louise/ Tracy</p> <p>Louise</p>
10	<p>Date of next Board meeting – 28th May 7.30pm</p> <p>Future dates:</p> <p>8th July 9.30am</p> <p>2nd September AGM</p> <p>7th October 9.30am</p> <p>18th Nov 7.30</p> <p>6th January 2025 9.30am</p>	