



Minutes of the Forum Committee Meeting

Monday 3rd September 2012

Present: Shelagh Marshall, John Welham, Neil Martin, Kath McDaid, George Wood, Mary Laurenson, Paul Russell, Mashud Hague, Mary Robinson, Linda Tester, Joanne Volpe

Apologies: Robert Crossland, Peter Meer, Gordon Westell, Pam James, Wendy Cocks, Jean Walker, Russell Taylor, Dr Oliver Corrado, Jean Wormwell, Jane Tanser

1. Welcome by the Chair

The Chair welcomed everyone to the meeting and accepted apologies from those listed above.

2. Apologies for Absence

Apologies were received and are listed above.

3. Minutes of the last meeting

The minutes of the last meeting were accepted as a correct record.

4. Matters Arising from the Minutes of the Last Meeting

4.8 Joint Strategic Needs Assessment: Shelagh explained that she would like a template which shows by area whether their JSNA has been drafted, if older people have been consulted, priorities set (and these priorities listed) and the dates of the shadow health and wellbeing boards. Kath suggested that a colleague, Paul, may have these. Neil agreed to ask as he sits very near him in Lateral. Alternatively JV to compile a template.

Action: NM / JV

Members were asked to attend the health and wellbeing board consultation meetings and to ensure that the VCS representative on the board does represent the whole of the voluntary sector for that area.

3.9 Regional Dementia Alliance: no progress on joining the alliance to date.

5. Memorandum of Understanding / Constitution

Paul explained that the draft structure was agreed at the last meeting. He asked that JV check the aims on the Future Years website, which don't match the aims he was working from.

Action: JV

It was pointed out that the Constitution does not define what old age means although we currently work with 50+ groups. It was agreed that we do need a definition because the Constitution uses the phrase 'older person'. It was agreed this should be 50+.

The following amendments were agreed:

3i) delete 'who shall be an older person and'

It was agreed that 'Executive Committee' should be replaced with 'Forum Committee' throughout the document. If the 'Forum' is mentioned, this refers to the wider forum i.e. all the organisations that belong to us.

3ii) It was agreed that standing orders for an AGM would be needed.

4ii) a) Sub regional representation to state: North Yorkshire (including York) and the Humber (including East Riding, North and North East Lincolnshire and Hull)

4ii) b) It was agreed that regional wide organisations are those other than trade union organisations, which are represented by the TUC members forum.

4ii) c) JV to update essential partners from the membership list.

4ii) d) it was agreed it is better not to have a number therefore delete 'up to 2'.

5) to include: 'Chair and vice chairs will be elected for 2 years' should also include the maximum times the officer can be re-elected.

8i) to state 'in the workplan'.

8ii) to add 'as per the expenses policy'.

With the above amendments the constitution was agreed.

It was noted that the AGM should have a standing agenda item on review of essential partners. JV to put non-attendees on the next forum agenda.

Action: JV

It was suggested that the Vice Chairs should be for 1 and two years, so that they do not both leave at the same time. The implementation of the Constitution to go on the next agenda.

Action: JV

6. Indemnity Insurance

George explained that whilst redrafting the constitution the issue of indemnity insurance had been raised and that JV had confirmed the necessary insurance is in place for Forum Committee members. JV to circulate a copy of the insurance cover to members.

Action: JV

7. Workplan Update

The workplan had been updated with progress over the last quarter. It was agreed that the overall theme 'Isolation and Loneliness' should be taken off the workplan, because it was not felt to be represented throughout the plan.

George pointed out that task and finish groups for the outstanding 'outcomes on the workplan needed to be established at the next operational group.

JV asked if people could be clear what they are claiming for on their expenses form so the claims can be assigned to the correct outcome on the workplan.

8. Annual Conference

Shelagh reported that the annual conference will be in Sheffield and will look at the JSNA, Health and Wellbeing Boards and isolation and loneliness. It was suggested the Quaker House is very accessible. The agenda to be compiled at the next operational group meeting, the notes of which JV will circulate.

Action: JV

9. Demonstration of the Knowledge Hub

In Russell's absence JV went through the slides on the Knowledge Hub. Members who have not already joined the hub were recommended to do so.

10. UKAFA

There has not been a meeting of UKAFA since the last Forum Committee meeting. John Welham will attend the next UKAFA meeting, which is in the next

two weeks. Attendance by a representative from Health has been requested, but the agenda has not been sent out yet.

11. Update from the Operational Group meeting

It was noted that the Operational Group has updated the workplan and discussed the themes for the annual conference. It was felt to early to assess whether the new format is working, as there has only been one meeting to date.

12. Finance Report

JV presented the report to the meeting.

13. Older People's Day – what's happening in your area

JV agreed to circulate information received from the sub-regional representatives. George tabled a booklet on the activities happening in York. Mary promoted flash mob to take place in Hull. John stated that their activities were highlighted in the Leeds Older People's Forum newsletter. Mashud mentioned that Keighley are holding a skills share fair.

14. Date of the Next Meeting

The next meeting will be held on Monday 3rd December at the Age UK offices on Eastgate, Leeds. Shelagh gave her apologies and asked one of the Vice Chairs to chair the meeting.