

**NELM Development Trust Ltd
Charity No: 1117051**

ADDITIONAL BOARD MEETING

**Tuesday 19 January 2010, 15:30
Henderson Business Centre**

Minutes of the Meeting

Present:

Bridget Buttinger
Anne Davey
Doreen Sell
Freda Sheehy
Mike Harris*
Nejla Sabberton*
Attended from 17.05*

Staff:

Julia Corbett
Nick Craig

Observers:

Simon Snell

Note: because of the sensitive nature of the agenda the meeting was recorded by Nick Craig.

Record:

1. Apologies were received from Lynda Wilkinson, Sarah Fyffe and Paul Wells.
2. Trustees completed the declaration of interests form.
3. Minutes of the previous meeting were deferred to the meeting of 26 January 2010.
4. Matters arising from the minutes of the previous meeting were deferred to the meeting of 26 January 2010.
5. Risk Management was deferred to the meeting of 26 January 2010.
6. The chief executive confirmed that the nomination and selection process for the posts of Chair and Vice-Chair was complete. All Trustees had been contacted and asked to select from the nominees previously identified. At the time of the meeting the majority of trustees were unanimous in selecting Freda Sheehy as Chair, post to run until June 2011 and Bridget Buttinger as Vice-Chair, post to run until the

Memorandum and Articles of Association are changed to remove City Council membership.

Recommendation

That the Board approve the nominations of Freda Sheehy for Chair, and Bridget Buttinger for Vice-Chair - subject to changes as set out above – and agree those appointments

Unanimous agreement

7. The chief executive summarised the Baseline funding proposal for £28,952 and the approval process for it. Concern was raised about possible duplication and double-funding. The chief executive explained that the Baseline project had already started but the outcomes and outputs being proposed are all additional and represented good value for money. Universal concern was raised about the lack of time for Government Office to approve the proposal and for it then to be implemented. After discussion trustees were asked to vote on whether or not the baseline proposal should be submitted to Government Office for its approval.

Recommendation

That the Board agree to the submission of the baseline proposal to Government Office for approval

Unanimous agreement in favour

8. A paper (attached) was circulated to Trustees.
The paper summarised the succession planning to-date and responded to concerns raised during a meeting between NELM, Norwich City Council and GO officials on 11 January. Namely, that the size of the successor body organisation being proposed is too big and that the costs associated with the body are too high. It was accepted however at that meeting that a more detailed explanation of costs and the purpose of job roles could reduce the concerns. A subsequent meeting between City Council and NELM officers took place on 14 January to review the concerns and to identify improvements which could be made to the planning exercise and documentation.

The attached paper was produced as a response to that exercise.

The paper was discussed at length and key issues were highlighted as:

- There needs to be a better description of the expectation of what will be delivered in year one of succession
- The costs of transition (not succession) must be worked out and presented (haven't we already done this in the transition project?)
- The close working between the proposed community development manager and City Council's neighbourhood management function needs to be emphasised (chief executive meeting with Doug Wilkinson on 26 January to pursue this)
- The specifics of community development delivery need to be described
- More detail on the in-house running of the core activity of the charity needs to be presented (short order consultancy work has been commissioned to support this action)
- The Government Office were concerned that the successor body must 'maximise a sustainable benefit' and that there could be a view taken that 'NELM has spent all of this money to make themselves comfortable'
- Government Office will endeavour to provide feedback on the paper as soon as possible

Action(s): With the above in mind the paper will be further modified and circulated prior to being used as the basis for a positive presentation being made to Government Office colleagues on 28 January.

9. Possible dates for board meetings in February and March 2010 were circulated.

10. The next meeting will take place on 26 January 2010.

Signed.....
Chair / Vice-Chair

Date.....26.01.10