



**MINUTES OF BHA BOARD MEETING HELD ON  
Wednesday 23<sup>rd</sup> January 2008  
@ 464 Chester Road  
4pm – 7pm**

**Present:**

**Board members:** Claudette Webster(CW – Chair), Richard Turvey (RT - Treasurer), Ekaete Assiak(EA - Trustee)

**Staff:** Priscilla Nkwenti (PN), Nik Barstow (NB), Qurab Ahmed (QA), Marcella Turner (MT – Minutes)

ITEM	DISCUSSION	ACTION
<p><b>1. Welcome/ Apologies</b></p>	<p>CW welcomed all to the meeting.</p> <p>Apologies received from Simon Blake(SB – Vice Chair), Joel Richman (JR – Secretary), Tony Durrant (TD – Trustee) Mansoor Shah(MS – Trustee), Maureen Ndlovu(MN – Trustee)</p> <p>CW noted that Board members were short in numbers and indicated that she would be discussing this with individuals.</p>	
<p><b>2. Minutes of meeting held on 17<sup>th</sup> Oct 2007</b></p>	<p>The Minutes of 17<sup>th</sup> October 2007 were approved as a true and accurate record.</p>	
<p><b>3. Matters arising out of the Minutes, not otherwise on the Agenda</b></p>	<p><u>Media Coverage re: EAM's departure</u> PN confirmed that there had been a article on EAM in Third Sector</p> <p><u>BHA Structure Review</u> PN confirmed that this was still work in progress and herself, NB and QA were still working on elements of the review.</p> <p><u>Shobna Gulati</u> CW reported that she had spoken with Shobna who had indicated that she was already Patron of several charities and felt that at present she could not commit to another one. However, she indicated that she would be interested in visiting BHA and its projects. <b>Action: CW will follow this up</b></p> <p><u>Steve Mycio, Deputy Chief Executive , Mcr City Council)</u> PN and CW met with Steve Mycio. As well as being a profiling exercise, the meeting was also to highlight the work BHA is currently doing with Young People, as this is Steve's area of particular interest. A BHA information pack has been sent to Steve. PN and NB have also arranged a meeting with Pauline Newman, Director of Children's Services, Manchester City Council.</p>	<p align="center"><b>CW</b></p>

	<p><u>Information Officer Post</u> Ben Easterbrook has been recruited to the post of Information Officer. CW welcomed Ben to BHA.</p> <p>RT queried whether Ben was found via an agency and if yes, at what cost to BHA.</p> <p>QA confirmed that BHA did recruit for this post via an agency on a 'no placement, no fee' basis. If the post had gone to 'press', whether we recruited or not, there would have still been a fee payable by BHA. Recruiting through the agency presented no financial loss, as such, to the organisation.</p>	
<p><b>4. Chair / Vice Chair update</b></p>	<p>CW reported that she met with SB during the Christmas and New Year period to discuss various matters. It was decided that the Trustees needed to make certain decisions at the next Board Meeting. Discussions took place around:-</p> <ul style="list-style-type: none"> <li>• ensuring finances are right to be able to make decision about restructuring of the organisation</li> <li>• the need to get basic structure in place as failure to do so could leave BHA in a vulnerable position.</li> <li>• Comments made to Simon, during his recent visit to projects, by staff about capacity, funding, branding among other things.</li> </ul> <p>RT queried whether the issues raised were points highlighted by SB or matters raised by staff.</p> <p>PN responded that most of the comments were fed to SB and although some were facts, i.e branding, the others were ongoing issues.</p> <p>RT commented that it may be necessary for Trustees to spend another day visiting the projects to familiarise themselves more.</p> <p>RT was also keen that mngrs/cords are aware that Project Reports are read by the Trustees and any comments/responses made are forwarded to them.</p> <p>There was a suggestion that maybe the Chair could send a note to Mngrs/Coords after each Board mtg.</p> <p>PN responded that this was already being done, and she was putting together a matrix of the points raised and the actions to be taken. This would be feedback to mngrs/coords</p> <p><b>Action: CW to feedback to staff on specific issues</b></p>	<p><b>CW</b></p>
<p><b>5. BHA Structure</b></p>	<p><u>5.1 – Review of Senior Finance Officer Role : Affordability</u></p> <p><u>5.2 – Revises BHA Structure Paper</u> The above agenda items formed the basis of the following discussion.</p> <p>NB opened the discussion with the following comments:-</p> <ul style="list-style-type: none"> <li>• The revised paper around the restructuring of</li> </ul>	

	<p>BHA is not yet complete.</p> <ul style="list-style-type: none"> <li>• BHA is currently overstretched centrally i.e around core staffing and the Board need to make decisions around the following two issues:- <ul style="list-style-type: none"> <li>- What is needed now</li> <li>- How to deal with longer term structure</li> </ul> </li> <li>• The volume of work within the finance department has increased.</li> <li>• QA has managerial responsibility for four members of core staff</li> <li>• NB's responsibilities have also increased since the departure of VBB – a core member of staff within PPI, whose contract was due to run for another two months.</li> <li>• The BHA Quality Policy has now been drafted – however there is a need for a Quality Assurance Officer to take this forward.</li> <li>• BHA need to recruit two posts: Quality Assurance Officer and Finance Role.</li> <li>• BHA also need senior manager to develop BHA's profile.</li> </ul> <p>PN added that when EAM went on secondment, a temporary agreement was put in place for PN to cover operational duties. 18mnths – 2 yrs down the line this agreement can no longer continue. PN is currently overseeing the management of Leeds Skyline and YBP</p> <p>PN asked the Board to consider and give authorisation to the recruitment of a Operations Manager/Deputy Chief Executive</p> <p>QA commented that the additional Finance role was important. The confirmed income at this point was £1.4m and this should rise to £3m by the end of the year. If the LINKs bid is successful, this figure would increase.</p> <p>RT queried the current bid for LINKs, as he was under the impression that it was agreed at the last Board meeting not to take on any more new contracts.</p> <p>NB responded that the LINKs work was not necessarily new, as PPI was already operating in most of the areas. LINKs is as a result of the government's change in the PPI structure.</p> <p>RT commented that he could only give his guidance and if it was felt that the three additional posts would address the issues currently within the core structure of the organisation, then he gave his authorisation to proceed with the recruitment process.</p> <p>There was also the need the look at the role of the CEO and DCEO.</p>	
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	<p>CW commented that there were three main questions:</p> <ul style="list-style-type: none"> <li>- What do we need?</li> <li>- Can we afford it?</li> <li>- What is required to make it happen?</li> </ul> <p>RT queried whether VM could be skilled up with regards to the Finance role.</p> <p>QA responded that was possible, as VM could be trained up and someone recruited on a part-time basis on £10k</p> <p>Quality Assurance Officer costs - £25k - £26k full-time DCE - £40k</p> <p>CC+ funding is due to end March 09, although this may be extended.</p> <p>A DCE would free up NB to manage PPI.</p> <p>QA confirmed that the organisation could afford the three additional roles and it was important that recruitment took place within the next 12 months funding cycle.</p> <p>CW, RT and EA gave their authorisation to recruit to the three posts, as long as it was affordable.</p> <p><b>Action: Trustees need to look at CEO's JD</b>  <b>Action: PN to obtain CEO JD from other organisations</b>  <b>Action: EA to email CEO JD's to PN</b>  <b>Action: PN to ask ACEVO for CEO JD</b></p>	<p>Trustees PN</p> <p>EA PN</p>
<p><b>6. Chief Executive Report</b></p>	<p>PN reported the following:-</p> <ul style="list-style-type: none"> <li>• Leeds very demanding on PN's time</li> <li>• Did not recruit to Leeds Manager post</li> <li>• PN currently in conversation with key people at Futurebuilders. PN and QA to continue work on this</li> <li>• PN invited to join BME Sexual Health Policy Forum, meet four times a year to look at the needs and issues of BME people around sexual health.</li> <li>• PN voted onto the ACEVO Board – this will help to profile BHA. Stephen Bubb has agreed to mentor PN</li> <li>• Attended Race &amp; Health Conference. Out of this PN and NB have arranged to meet with the CEO of The Gateway Family Services, a Social Enterprise in Birmingham, to look at what they do and see if it could be replicated in Manchester</li> <li>• The Commonwealth Fellow, Atiq-ur-Rehman, has now returned back to Pakistan.</li> <li>• Atiq found his experience extremely beneficial and his only comment was arriving in the UK during the middle of winter is difficult and asked that the Commonwealth looked at this.</li> </ul>	
<p><b>7. Project &amp; work updates</b></p>	<p>Due to time restraints, NB went quickly through is report and confirmed that VBB would not be replaced.</p> <p><u>7.1 – Project Updates</u></p>	

	<p>The Board went through the project reports and made the following comments:-</p> <p><b>AAH</b> – CW queried whether ‘the high staff turnover’ was cause for concern?  PN responded no, as this kind of work attracted seasonal staff, plus required languages determined turnover</p> <p>Volume of calls’, ‘communication’, ‘publicity’: currently working on communication strategy. Funding for publicity has been moved from NAHIP back to BHA</p> <p><b>AWHF</b> – CW queried where this project sat within BHA. AWHF have their own bank account and constitution and are an independent entity to BHA.  The Board agreed that a clean break was required  <b>Action: PN to discuss with JM</b></p> <p><b>ARISE</b> - BHA need to publicise good stories – i.e. taking clients out for Chinese meal and providing them with gifts for Christmas. The organisation needs to celebrate its achievements.  <b>Action: Trustees to try and visit drop-in on Mondays</b>  <b>Action: MT to send out email informing Board of drop-in details</b></p> <p><b>HR</b> - Capacity in this area is an issue. Board need to sign off policies, so as to not to leave organisation in a vulnerable position  <b>Action: Trustees to feedback to KMc</b></p> <p><b>LEEDS</b> – PN confirmed BHA has an arrangement with Relate whereby support is offered to staff who have to deal with challenging work</p> <p>Lack of bank account – issues around cash handling need addressing</p> <p><b>MDRU</b> –There is uncertainly around funding for Reaching Out  RT questioned whether DT’s separate initiative – Optimism, presented a conflict of interest.  PN commented that she had requested a paper from DT to bring to the Board, but as yet, had received nothing.</p> <p><b>MRHF</b>  <b>Action: CW and PN to meet with HB</b></p> <p><b>NAHIP</b> – Trustees found the report too detailed and requested that SN reported on other aspects of unit she is responsible for</p> <p><b>ROUTES</b> – it was felt that JD undersells the hard work and achievements of the Routes service. The Launch of the ‘Out of the Lions Mouth’ report is scheduled to take place on 31<sup>st</sup> Jan, 10am – 4pm, Cross Street in Manchester  <b>Action: MT to send Board members a copy of the report</b></p>	<p>PN</p> <p>Trustees  MT</p> <p>Trustees</p> <p>CW/PN</p> <p>MT</p>
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	<p>Financial issues within project are due to the chaos of the Children's Fund, who has been very unclear as to the funding allocation.  <b>Action: PN/NB to keep Board posted as to JD's position</b></p> <p><b>Sahara</b> – BHA to agree a way of coming up with a position statement around amnesty for failed asylum seekers</p> <p><b>YBP</b>  <b>Action – PN to look into whether the contract is BME exclusive</b></p>	<p>PN/NB</p> <p>PN</p>
<p><b>8. Treasurer's Report</b></p>	<p><u>8.1 – Finance Report / update</u>  As time was limited, QA referred the meeting to her report for a full overview of the financial position within BHA, which included:</p> <ul style="list-style-type: none"> <li>• MDRU received uplift of £185k</li> <li>• Audit booked for next Weds</li> <li>• YBP – need to review its core purpose and funding streams</li> </ul> <p>PN relayed Sinead Cregan's message to the Board, that she was happy with the work within the Leeds Skyline Service</p>	
<p><b>9. AOB</b></p>	<p><u>9.1 – BHA Quality Policy</u>  This is an interim policy that requires revision and expansion by the Board to make it more robust.</p> <p>The Management team has agreed it as a temporary Policy  <b>Action: The Board need to give their consent to the Quality Policy has being an interim one</b></p> <p><u>9.2 – Board/Mngmt Awayday</u>  An opportunity for Board and Management to get together to review the Aims and Objectives attained within the Strategic Framework 2006 – 09 and start planning for the Business Plan for 2009  Need to identify an external person to facilitate the day  <b>Action: MT to send out some dates for Trustees to consider</b>  <b>Action: PN to approach Talawa Consultancy / Caryl Agard</b></p> <p><u>9.3 – Fundraising Event : Amount Raised</u>  MT confirmed the amount raised as being just over £2k</p> <p><u>9.4 – New Patrons</u>  PN updating Board as to the recruitment of three new Patrons:</p> <ul style="list-style-type: none"> <li>▪ Mike Shaft, Broadcaster</li> <li>▪ Vanessa Kirkpatrick, ex-newsreader and Broadcaster</li> <li>▪ Tom Lang, Director of Parr St Studios in Liverpool.</li> </ul> <p>All three were involved in the October 2007 event</p> <p><u>9.5 – BHA Health Event : Warrington, 13<sup>th</sup> March 2008</u>  To date around 30 people have registered to attend.  The flyer will go out again to generate more interest  Hazel Blears has been approached to open conference</p>	<p>Trustees</p> <p>MT</p> <p>PN</p>

	<p><b>Action: NB to draft programme for the day and invite media</b></p> <p><u>9.6 – Recruiting Volunteers through Board members</u>  Gary Monaghan is no longer providing Health &amp; Safety advice to BHA as he has left Trafford PCT and now works for Liverpool PCT  There needs to be a recruitment drive for Trustees specialising in H&amp;S, Law, Fundraising and PR  <b>Action: Trustees to ask colleagues and friends for leads</b>  <b>Action: MT to send Board members a list of the areas of expertise sought</b></p> <p><u>9.7 – Charitable donations for Eid and Christmas</u>  This year BHA sent out Christmas greetings via email and propose to donate the money saved to two charities</p> <p><u>The Bolton, Salford, Trafford Mental Health Trust</u>  BHA has been approached for someone to sit on their Council of Governors. Davine Forde (Coordinator, Reach Out) has put herself forward. PN sought the Board's approval to take this forward. Board approval was granted.</p> <p><u>Confirmation of PN's role as CEO</u>  The Board agreed that PN should maintain leadership and drive of BHA and officially confirmed PN as CEO</p>	<p><b>NB</b></p> <p><b>Trustees</b></p> <p><b>MT</b></p>
<p><b>10. Date of next mtg</b></p>	<p><b>Weds 23<sup>rd</sup> April 2008, 4pm – 7pm</b></p>	