

Wecock Farm Big Local

Partnership Board Mini Conversation.

Present -

DH,CH,TH,M,O'C,MV,AP,SH,TC

1.apologies from AM, NC, MD,SD,RB.

Chaired by DH

minutes CH

Keywords.

thank you, acknowledgement, confidence, competence, kindness, coaching, mentoring, tasks, community, feedback, aims, budget, learning from others, trust, communication, new year, new start, looking forward, fun, helping, how to do, plan, procedure, consistency, goals, events, changes, routine, team, LTO, workers, volunteers, attitude, informal, formal, minutes,

Dom welcomed all and advised this would be a conversation and information evening.

2. Conflict of Interest

None declared.

3. Minutes from last PB meeting.

It was decided not to sign the minutes of the last board meeting, until January.

4.Update on Board membership.

MA has been contacted informally on three occasions with no response by phone, text, email or letter. DH has written to MA to thank her for her contribution to the board and to advise that as there has been no communication from her that, we can assume that she doesn't wish to be a board member at this time and that her participation in the board or as a resident volunteer in the future would be most welcome.

DP - There has been a repeated pattern of disruptive behaviour from DP, both in emails and in meeting situations, there has also been approaching the LTO and LT rep, to criticise chairs past and present both publically and privately or without the courtesy of informing the chair of this. DP had shown behaviours towards several members of the board which is not acceptable under the ToR, these have mostly been directed at one board member in particular. There had been a decision to exercise part of the disciplinary process of the ToR and meeting had been arranged away from Wecock in a neutral setting. RB advised against this meeting until DP could identify a person to support him in this meeting, which is a fair and proper recommendation from RB. The meeting has not taken place and DP reported he is was living out of area for the foreseeable future. DH took the decision to thank DP for his input with the WBLPB and welcomed a return to the board or as a volunteer in the future. This letter was questioned by DP reporting he had a tenuous link to Wecock (step grandchildren) and therefore should still be eligible for board membership. We are unsure if he is going to continue to contest this.

Taking the person out of this situation, it is not acceptable to undermine others efforts. Agree to decisions at a meeting and then report to others that it is a wrong decision, it is not healthy to challenge rules at every possible opportunity, its is not healthy to be rude to individuals at meetings or by email, phonecall, its is not acceptable to go to LT rep / LTO etc without Chair, vice chair or worker knowledge, this courtesy remains the same as if in a meeting situation.

DH has advised that there is interest from Roger Pulley and Lyn Palmer, both older residents, who have demonstrated an interest in WBL and in previous voluntary work in the community. The process to induct and adopt them to the board will commence after Christmas.

Sub Group division evaluation.

It is too early to evaluate the success, but both DH and CH explained the need to try a different way of working.

There was agreement that there was some resistance to this idea initially.

TH is to join the F and G group to aid her learning and bring knowledge back to the events sub planning.

Weekly feedback on things achieved.

It was agreed that a weekly message from the Chair to positively report achievements helped every one focus on little steps and helped everyone understand the wider project and not just the areas they champion.

Three- way, worker - LTO - Board - work plan.

We Said, we listened,

There is a need to implement changes to the 3 way worker meeting, producing a work plan and reduce a disjointed crossover between that and the worker 1:1 session provided by Nicki.

To start in the new Year the three way meeting arrangement will change from AP to CH. CH has experience of managing staff, goal setting, wider LT knowledge and can be available in day time. The aim is to have clearer lines of communicating tasks for workers. and execution of monthly work plan, our WBL plan goals and reporting mechanisms to WBLPB and Local Trust. AP was thanked for her time in this role.

Tasks for Workers.

We Said, We listened

Observations and feedback from previous workers, LT reps and LTOs have suggested that the worker have reported feeling bombarded with numerous priorities from different board members, impacting on the Plan progress, time management and suggested reports of workers underperforming.

We Will

Therefore to remedy this, we will request worker support and instructions go through the chair. This information is needed and impacts the 3 way meeting and the 1:1.

Support from Worker.

We said time and support from worker was needed to help mentor / coach your voluntary role / project.

We will,

Book time with workers by phoning or emailing and ensuring this is written in the desk diary. This arrangement will mean win-win quality coaching time for volunteer, no priority clashes for workers.

Open Meeting Fortnightly

Every other Wednesday 1330, dates to be put in desk diary.

Community Chest.

The management of Community chest this year had been problematic. Some very good questions have been raised from F and G regarding suitability and correlation with the plan, in addition, to this reasonable budgets. Lot of discussion around historic voting events and how best to manage fairness. Lots of discussion about the work and cost involved in voting events and whether to proceed or not. Response and timescale.

We Will.

Fund the projects approved by the board members, by email and further agreed at the plan meeting 13/12 and payments have been instigated. - Thank you to Sharon

We will, ask F and G to provide the questions from applications, to create themes, to develop into application prompts. So that when interest is first declared from individuals or parties, they can have more guidance to complete. In addition these prompts can be used for the reporting and feedback and therefore reduce the workload of F and G to quality control the applications, which has been timely.

We have set the calendar of applications and responses at our plan review and further detail work is required. again calendar of applications need putting in desk diary / planner.

Meetings and decision making.**You said, we listened**

Discussion around emails, for example CH very directive and straight to the point in emails, with little fluff - sorry. Other members like to write lots of fluff, but don't always understand or answer the question creating tension.

meeting length and content discussed. There was also various interpretations of the same information, (I didn't know, I thought this meant, Chinese whispers) therefore tension is created.

We Will

Think before writing emails.

Think before replying to emails.

Take ownership of the plan, Content of meeting should be **plan driven**.

We will ensure sub group minutes submitted to office in a timely manner and refer to and understand our own sub group tasks and decisions.

We will read reports prior to the meetings, be prepared for questions before the meeting.

we will check our diaries prior to meetings

we will make better use of the projector to cut down on paper.

With better time management have a part of the meeting where guest speakers could attend, like Ruth Butler or people Mary meets through networking and potential partnership groups.

We will check that everyone has heard and understood the agenda item.

We will check with everyone that the information and understanding of the vote decision is clear.

Agree that everyone's time is valuable and agree to park some tasks and discussions or arrange for them to happen elsewhere.

We shall acknowledge and thank efforts made.

We will ensure DH knows of any AOB in advance of the meeting.

Ask for our F and G members to collectively explain the budget to help gain greater understanding and ownership of the budget.

Ask for Sharon to help individuals / groups with project budget setting and reporting.

Ask Mary / Caroline / Dom for advice when creating our project / event etc, to ensure it is related to the WBL Plan, including sourcing other funding or partnership opportunities, money or in kind.

Ask the Hobby Close group to collectively explain the project to better aid our understanding, when we talk to other residents.

At the End of January start the 2019/2020 WBLPB selection process, with the AGM being 13th April 2019.

Refine the Plan Review Bare bones notes into details.

WBLPB conversation finished at 1935 for food.