

Management Committee Meeting Minutes 20th March 2007 7.00 – 9.00pm

Present:	Mark Hubbard	Chair
	John Huskins	Vice Chair
	Ben Kushner	Treasurer
	Aidan D'Arcy	Management Committee Member
	Patsy Burrows	Management Committee Member
	Noelle Rumball	Guest
	Jo Stallard	Manager
	Lisa Tozer	Administrator (in attendance; minutes)

Noelle Rumball joins the meeting as a prospective Management Committee Member. She currently works for Offsted as a Management Information Manager.

1) Apologies

- a) Maria Cassidy

2) Minutes from 24th January 2007

- a) Some changes were agreed and then the minutes of the 24th January 2007 Management Committee meeting were approved.

3) Matters Arising

- a) The Management Accounts sent out prior to the meeting had one schedule missing.

Action 1 Lisa to send out complete copy of Management accounts via email/post – by end March

4) Management Accounts

- a) Ben explained that there is a current under-spend within the ACI project of £30k and that it may increase by the end of the financial year. This money was due to be spent by the end of July but it is possible this will not be done. There is a possibility of asking for an extension for the project; however this may not be the message we want to give to funders. John explained the possibility of spending some of this money on extra research and workshops with Somali people within the contacts he has with the City Academy. Jo explained the possibility of spending this money on extra work that could be carried out with ex employees of Bread who know the project well. She has so far been in contact with Susan Moores and Allison Joseph and so far is sounding positive.
- b) There is a similar issue with the SHPEP project, they have an under-spend of £20k which may have to be carried over.
- c) There is a slight deficit within the Lawrence Weston project due to the delay in the decision for funding and the decision to keep the premises and continue to pay rent without the funding.

- d) The core budget continues to look good as costs are being kept down and some additional bank interest due to the project money not yet being spent.
- e) The committee noted that, after starting the year with a significant budget deficit, the projected £26k surplus is excellent news. This vindicates the decision to increase management resource.

5) Budget 2007/2008

- a) Ben explained that whilst we know that we will be receiving £92k for the Lawrence Weston project this financial year, the total projections for 2007/2008 include assumptions about the other projects. It should be noted that the figures for ACI and SHPEP are aspirational figures not actual, as continuation funding for those projects has not yet been secured.
- b) Ben proposed to cover additional activities associated with new projects by increasing staff hours for the Finance Officer and the Administrator. Mark raised the question of using surpluses in other staffing areas (such as communications/marketing). A sub-group will meet to make this decision before the end of the financial year.

Action 2 Mark, Jo and Ben to meet and make a decision on the increase of staff hours by the end of March and to communicate this to the staff and the other MC members.

6) Fundraising

- a) Very good news with the Lloyds TSB Foundation (£10k for accreditation and work with BME communities, Young People's Services (for core support of project delivery) and The Big Lottery bids (for £486k over 5 years for Lawrence Weston project) being accepted.
- b) There is some confusion with the YPS investment as we applied for 3 years' funding and have received a letter to say congratulations in our 2nd year of a 3-year funding agreement. There is a meeting taking place tomorrow with our YPS link officer, Maria Cassidy, which should clear up some of the confusion.

Action 3 Jo, John, Mark to clarify situation with YPS and report back – by 15 April

- c) The young people from SHPEP have secured £5.5k for a resource library for SHPEP from the BCC Youth Opportunities Fund.
- d) A bid is currently being prepared for ACI for 3 years' funding. John is looking into his links with the City Academy and doing work with Somali people as an extension on the ACI project.
- e) Jo is working with partners in Southville and Bedminster and putting a proposal together for the new 4 Parks Project.
- f) We are currently seeking clarity re objectives and outcomes with the Bristol Teenage Pregnancy Partnership (part-funders of SHPEP).

7) HR

- a) Mark thanked everybody for their hard work in recent HR matters and gave a summary.
- b) Ongoing performance issues with one of the Project Managers, Alan Cabey, recently came to a head. Prior to the Ghana trip, AC received a written warning under the Disciplinary Procedure. A separate matter was brought to Bread's attention after the Ghana trip, when serious complaints were made by the people/organisations involved in the Adisa Project. Subsequent to being informed about the complaints and that an investigation

would proceed, AC tendered his resignation, which was accepted. The next day, AC lodged an appeal against the (Feb 07) written warning.

- c) With Jo's support, input from every MC member and seeking external advice from an HR expert, Mark coordinated the following activities:
- Rebuilding relationships with Adisa Project partners: Mark contacted all partners, thanked them for their commitment and for the feedback. Commitments to ongoing partnership and participation into investigation were received from all partners.
 - Investigation into the complaint: John and Aidan conducted a thorough investigation into the complaints received. This involved interviewing all youth workers involved in the Adisa Project and some young people. Signed statements were filed and a summary report presented to AC (verbally) and Mark (who holds the file). Three of the four complaints were upheld.
 - AC leaving Bread: some outstanding matters (annual leave, time off in lieu, exit report/handover) still need to be finalised.
 - Appeal against written warning: Ben and Patsy formed an appeal panel. AC chose not to appear in front of the appeal panel but presented a written appeal. The panel rejected the appeal.

Action 4	Everyone to email Jo their learning from this experience and any ideas on communicating/ future work with the young people and the partners – by 7 April
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Action 5	Jo/Mark to communicate appropriate elements of learning and outcomes with internal and external stakeholders – by 15 April.
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- d) It is noted that Bread does not currently have legal cover and contingency plans.

Action 6	Mark, Jo and Ben to meet and decide on an allocated sum in principle to be put aside – by 7 April
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8) Recruiting New Management Committee Members

- a) Noelle joins us today as a possible new Management Committee Member and Ben has also been looking into recruiting a new member with HR experience through his contacts at Lloyds TSB.

9) Total Risk Management

- a) The current document needs updating. Agreed to carry this forward to the next meeting.

Action Staff/Jo to complete TRM doc and re-present to next MC meeting for approval

10) Strategic Planning Update

- a) A meeting has taken place to discuss this and a report collated by John.

Action 7	Jo to organise the next Strategic Planning Update meeting – by 15 April.
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11) AOB

- a) There was no other business.

**Next Management Committee meeting will be
at Kuumba 7 - 9pm on Tuesday 24th May 2007**

These minutes agreed as an accurate representation of the meeting

by: _____

Dated: _____