

**NEATH PORT TALBOT HEALTH AND WELLBEING GROUP**

**NPTHWG**

**EXECUTIVE COMMITTEE**

**10th April 2024**

**Venue: via Microsoft Teams**

**MINUTES**

**Present:** Huw Jones (DHJ), Anita James (AJ), Caryn Furlow-Harris (CFH), Sheenagh Rees (SR), Lynne Doyle (LD), Steve Owen (SO) Debra Lawrence (DL), Celvin Davies (CD), Jayne Dennis (JD), Elinor Wellington (EW), Paul Davies (PD) Derek Jones (DJ), Julie Robinson (JR), Andrea Joseph (ALJ).

Neil Chapple (NC) in attendance for item 8.

1. **Apologies:**

Karen Jones (KJ).

In KJ absence, group agreed that AJ would proceed as Chair.

1. **Declarations of Interest**

None.

1. **Minutes of the Executive Committee Meeting – 7th February 2024**

**Agreed**: Minutes accepted as accurate.

1. **Matters Arising**Most matters arising are either completed or on the Agenda for today.

AJ advised that the outstanding actions regarding the Paint Along Lady and looking at different providers will be brought back to next meeting. Group agreed.   
**Action: AJ/ALJ to report back to next Committee meeting.**

SR stated she was not aware that intentions to step down had to be declared yet.

AJ reminded the group that under the Constitution, each year a third of the Directors must retire and then be re-elected. KJ requested in the Finance & Governance Sub-Group that the question be asked in Committee who was intending to step down, to make sure that we had the necessary numbers. SR thanked AJ for clarification.

SR confirmed her intention to step down from the Committee. Would like HR link to continue so has requested one of her managers volunteer to join. However, there still stands the SLA with HR for provision of advice and support and this will continue regardless of who sits on the Committee.

1. **Minutes of the Finance & Governance Sub-Committee on 8th April 2024**

AJ confirmed that most points were already on today’s Agenda.

AJ gave clarification on the mention of a recent data breach. Not a confirmed data breach as yet, waiting on clarification from Julia Blake. AJ outlined the scenario that when the Wellbeing Group information was migrated on to NPT Connect, it’s believed that the person who did this uploaded their own form, making their own data visible to others. Will bring back information to next meeting once clarification provided.

**Action: AJ to report back to next Committee meeting.**

1. **Decisions made since last Executive Committee meeting (07.02.2024 – 10.04.2024)**   
   None.
2. **Arrangements for Annual General Meeting – 14th May 2024**

**Retirement of Directors**

Discussion as per point 4 above.

AJ stated that anyone intending to retire, to please let KJ know. Once names are known, we will check that there are enough to be re-elected.

**Additional meeting of Executive Committee**

An additional meeting will need to be held in advance of the AGM – CFH is arranging.

**Action: CFH to arrange pre-meeting.**

AJ confirmed that the AGM is to be held on Tuesday 14th May, 12:30-1:30pm. Promotion will be underway from this week. The AGM must be promoted at least 14 days before the meeting and across five different platforms. **Action: ALJ/AJ to commence promotion.**

1. **Promoter Role**

AJ advised that KJ will be stepping down from the Promoter Role and therefore will not be putting herself forward at the AGM. Thanks to NC for attending today, to outline what this means for the Committee.

NC advised that our lottery is regulated under the Gambling Act 2005. Currently, we do not require a licence under the Act as we operate under the status of a Private Society Lottery and this has two main criteria: 1. it has to be promoted internally and, 2. each person who buys a ticket has to be a member or work on the premises. We have to comply with specific exemptions to maintain this status.

NC confirmed that there is nothing in the legislation that says an individual person must be the Promoter. In effect, this means that the Committee as a whole could assume the role of Promoter. The lottery complies with all relevant criteria and as long as this remains the case, the lottery can carry on as it is.

HJ queried what would this mean for the Committee if something were to go wrong? If no offence was committed by an individual for example, is it collective responsibility? Requested we be very clear on the individual’s responsibility in this scenario.

NC advised that if we failed to comply with the relevant rules then ultimately, we would be forced to operate with a license. However, NC confirmed that it is not difficult to meet the exemptions. We are doing everything reasonable to advertise internally and people can only apply to join if they are on the Council payroll.

LD queried promotion via Facebook – is that classed as outside publicity, as in the Council and not just the Group?

AJ confirmed that it is not branded as the Council. It is a closed group, only available to those who are Lucky Fridays members.

NC reiterated that he believes we are doing everything reasonable to meet the exemptions and sees no reason why that wouldn’t continue to be the case.

HJ stated that a decision would need to be made on the Promoter role in the meeting prior to the AGM and asked that group members consider how they feel about collective responsibility or alternatively if any member would like to volunteer to be the Promoter as an individual, then to let KJ know.

AJ advised that the other position that will become vacant is that of Chair once KJ retires. SO has confirmed that he would be happy to take on this position but, AJ queried whether any other member of the Group who would like to put themselves forward? No-one. AJ thanked SO for volunteering for the role.

1. **NPT Health and Wellbeing Group – Financial Information**

HJ went through the information that had been circulated ahead of the meeting.

**Agreed:** the financial information was noted by the Executive Committee.

1. **NPT Health and Wellbeing Group - Risk Register**AJ advised that three amendments have been made to lower the scores of risks #3, #6 and #9 and that a new risk has been added relating to the retirement of KJ.  
   **Agreed:** the Risk Register was noted by the Executive Committee.
2. **NPT Health and Wellbeing Group – Financial Procedures**

HJ advised that these were reviewed at the recent Finance & Governance Sub-Group and no proposals or amendments made.

**Agreed:** the Financial Procedures were noted as reviewed by the Executive Committee.

1. **NPT Health and Wellbeing Group - Wellbeing Activities  
   Celtic Leisure offer – Subsidised adult swimming lessons**

ALJ advised a discussion had been held with Celtic, who are keen to get this set up. There is a slight concern from Celtic with regards to how they can process the discount through their IT system. They will investigate and let us know.

ALJ advised that Celtic are keen to work with us to also offer further opportunities such as taster sessions if people want to try before they buy.

**Action: AJ/ALJ to proceed with Celtic.**

**Subsidised Margam Park Annual Membership**

ALJ advised that this offer was launched at the Employee Marketplace Event on March 13th. The offer is for £20 discount off an annual membership. It has been taken up by around 25 members of staff so far.

**Benefits for sick members of staff**

AJ informed the group of a suggestion that had been put forward to have a scheme to support members of staff diagnosed with a terminal illness. Group discussed the suggestion. SR felt there would be a significant issue around data sharing and also advised that the Trade Unions already offer support to their members in this scenario. SR suggested that members would have to self-identify and felt this would be unlikely to happen.

**Agreed:** Group not happy to offer support to this suggestion.

1. **AOB**

AJ advised of a suggestion that the Health and Wellbeing Group could cover the cost of the current 5% discount offered to staff for weddings at Margam Orangery. Group disagreed that this had a strong link to Wellbeing and were not happy to support.

**Agreed:** Group not happy to offer support to this suggestion.

AJ fedback on a query from a staff member around the recent change to the Parking Scheme and the removal of car parks being included over the weekend. The suggestion was that the Wellbeing Fund be used to cover the cost of having all car parks available again as people would use it to support their own wellbeing activities.

Group discussed the changes to the scheme. AJ advised it was a policy decision. The parking permit is free, albeit restricted. So in essence, the Fund could not be used to pay for something that is not chargeable anyway.

SO queried whether we could go back to paying, as per the previous parking scheme? He advised that lots of people had suggested they would be happy to support a charge as previous, if it meant the permit would be less restrictive.

HJ confirmed that KJ has asked for the revised parking scheme to be reviewed again.

AJ suggested that this is not something that this group can resolve.

**Agreed:** Group not happy to offer support to this suggestion.

Next meeting: TBC

I hereby agree that these minutes are a true and accurate record of the meeting.

Signed (Chairwoman) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (Seconder) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_