

**NEATH PORT TALBOT HEALTH AND WELL-BEING GROUP**

**NPTHWG**

**EXECUTIVE COMMITTEE**

**7 June 2023**

**Venue: via Microsoft Teams**

**MINUTES**

**Present:** Karen Jones (KJ), Huw Jones (DHJ), Caryn Furlow-Harris (CFH), Anita James (AJ), Sheenagh Rees (SR), Lynne Doyle (LD), Kirsty Williams (KW), Julie Robinson (JR), Steve Owen (SO) Debra Lawrence (DL), Derek Jones (DJ), Elinor Wellington (EW), Celvin Davies (CD), Paul Davies (PD)

1. **Apologies:** Jayne Dennis (JD), Shirley Freeguard (SF)
2. **Declarations of Interest**

None

1. **AGM Appointment of Directors**

CFH confirmed the appointment of Celvin Davies and Paul Davies at the AGM held on 23rd May 2023. CFH also confirmed the retirement of Amanda Coleman. Due to Shirley Freeguard being unable to submit her nomination form in time for the AGM (as per the Groups Memorandum of Association) Shirley was not re-appointed as a Director. However, there is a provision in the Group’s Memorandum of Association to appoint Directors outside of the AGM. To do this, CFH will issue a 14 day notice ahead of the next Executive Committee meeting setting out the proposal to appoint Shirley as a Director at the next Executive Committee meeting on 2nd August 2023. CFH confirmed all necessary documentation reflecting the above has been filed at Companies House.

KJ welcomed Celvin and Paul to the Committee and provided a brief overview of how the Committee works.

1. **Minutes of the Executive Committee Meeting 7th June 2023**

Minutes accepted as accurate.

1. **Matters Arising**
KJ provided the Committee with an update on the Lottery Administration role which is currently going through the job evaluation process. KJ asked the Committee to help with promoting the role when it is advertised with colleagues who maybe interested.
2. **Minutes of the Lottery Sub-Committee 1st June 2023**

KJ updated the Committee on the discussion to combine the two subcommittees going forward to reduce the level of administration concerned.

 **Agreed:** to combine the Lottery Sub-Committee and the Finance & Governance Sub-Committee going forward.

KJ updated the Committee on the draw scheduled for May 26th 2023 which did not take place due to lack of staff availability. It was drawn on 31st May.

KJ updated the Committee on the number of unclaimed prizes and the administrative work that is ongoing in relation to the two members of staff who have left the authority who are still paying as members in accordance with the recent Committee decision.

1. **Minutes of the Finance & Governance Sub-Committee 1st June 2023**

DHJ reported CFH is speaking to the Head of Legal and Democratic Service regarding a data processing agreement and that he is going to prepare a longer term cash flow forecast based on current prize schedule.

KJ added we are going to explore if we can use the bank details that we hold on the Council’s payroll system to transfer prize money which will then be will automatically paid into bank account. However, we will need to ensure we have all the right consents in place.

1. **Decisions made since last Executive Committee meeting (05.04.23 – 06.06.23)**

None
2. **Governance – Proposal to combine Lottery Sub-Committee and Finnace & Governnace Sub-Committee for Approval**

As agreed under Item 6 above.

1. **NPT Health and Wellbeing Group – Financial Information**
DHJ provided an update to the Committee on both accounts and confirmed there was £48,000 in the accounts at the start of the year.
2. **NPT Health and Wellbeing Group - Risk Register**
CFH explained, for both Paul and Celvin’ s benefit, that the Group’s Risk Register is a standing item on every Executive Committee meeting agenda. CFH confirmed no risks have been added or amended by the Finance & Governance Sub Committee.

**Agreed** – the Risk Register was noted by the Executive Committee

1. **NPT Health and Wellbeing Group – Amended Rules for Approval**
KJ shared with the Committee the proposed changes to the Lottery Rules. These were:
2. Parsa 2.1, 2.2 updating the Promoters title from “Assistant Chief Executive and Chief Digital Officer” to “Chief Executive”
3. Para 3.1, entry to “Lucky Fridays” is restricted to members of the Group and who are paid through the Council’s payroll. (removing “by other agreed means”).
4. Para 4.4 payment for entry into “Lucky Fridays” is only available through Council payroll deduction. (removing “by other agreed means”).
5. Paras 4.5, 4.10, 5.2, 7.5 updating the Loop to the Sway
6. Para 5.4 participants who leave the employment of the Council, for whatever reason, will be automatically withdrawn from the “Group” and “Lucky Fridays” in the month following their termination date (unless the Participant opts out before the cut-off date in the month of their termination date) upon receipt of the appropriate termination paperwork by the Payroll Department (removing “and who have not made arrangements to continue their subscriptions to the Lucky Fridays Lottery by means other than by payroll deduction”)
7. Para 6.8 replacing “Association” with “Group”.

**Agreed** – the above changes where approved by y the Executive Committee

1. **NPT Health and Wellbeing Group - Well-being Activities**
Cinema Nights

EW updated the Committee on the proposal from Gwyn Hall - £11 per person to include a drink and food or £4.95 entry only. EW shared with the Committee the proposal from the Lottery Sub Committee for members of NPTHWBG to go free (NPTHWBG to subsidise the £11 charge) and guests pay relevant ticket price (i.e. £11 with food/drink or £4.95 entry only).

**Agreed** – the above was supported by the Executive Committee

AJ updated the Committee on a discussion held regarding the Mayors Annual Armed Forces Festival and proposed that the group subsidises NPTHWG members to go free of charge, with guests accompanying members paying the advertised ticket prices of £10, and £8 for concessions (Under 16, Over 60, Armed Forces Veterans).

**Agreed** – the above was supported by the Executive Committee

1. **AOB**

Next meeting: 2nd August at 2pm

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

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

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