

Copeland Community Fund Project Board

Notes of the meeting held on 7 September 2009, Nicholson Room, Copeland Centre, Whitehaven

Present: Councillor E Woodburn (Chairman)
Councillor T Knowles (CCC)
Councillor A Markley (CCC)
Mr B Churchill (NDA, substituting for J Clarke)
Mr M Shields (Independent Member)
Mr S McClure (Independent Member)

In attendance: F McMorrow (CBC); G Elliott, Cumbria County Council; S Gorman, Cumbria County Council; L Taylor (Notes)

1. **Apologies for absence**

Councillor D Moore (CBC); Mr J Clarke (NDA).

2. **Disclosures of Interest**

None

3. **Notes of last meeting**

Agreed

4. **Actions from the last meeting**

Indemnity Insurance – Actioned. Members were informed that the indemnity insurance obtained was not only for individual independent members as requested but for all members of the board. FM asked that as the majority of the members of the board would be covered twice would there be any ‘double cover’ implications. **Action SG to investigate**

Further guidelines for funding strategy – See item 5

Press release to be drafted – To be actioned following completion of draft criteria for £20,000 budget allocation

Draft criteria for £20,000 budget allocation – See item 6

Request letter for second funding payment – BC informed the Board that a draft letter had been forwarded. Action EW to progress

Half yearly financial report – to be brought to the next meeting – Action SG

Gain information re mirabaud investment –Investment opportunities to be discussed following production of financial report in conjunction with advice from CCC financial specialist

5. **Funding Strategy**

FMc presented the draft financial strategy. Members agreed that the fund should be open to fund a combination of both substantial and smaller schemes and should be seen as an added value funder not a principal funder.

Agreed that the funding strategy be approved

6. **Development Worker Posts**

Members were updated on the progress of the development worker posts and were informed that they had progressed through the job evaluation process. EW tabled a draft job advert for the post and informed members following consultation with CBC's HR department the following should be incorporated.

- Reference to CBC being the employer
- The job profile should be in CBC format

Agreed that the draft job advert be approved

The Board agreed that following internal advertisement the posts should be advertised in the local press in the Cumbria area only.

Members agreed a possible timetable for the progression of the posts.

Internal advertisement - End of September 2009

External advertisement – End of October 2009

Interviews – End of November 2009

Positions to start – January 2010

It was agreed that the interview panel should include CBC's Head of Development Strategy, A member of HR (for advisory purposes); Gillian Elliot; and one member of the Board (subject to availability).

Agreed that the Chairman in conjunction with GE have delegated authority to shortlist candidates.

It was agreed that as the posts would be employed by CBC both salary and budget allocation funds should be transferred from CCC to CBC. It was noted that a funding delegation document would need to be signed by the 3 parties

Action SG to draft funding delegation letter

Criteria for £20,000 budget allocation

Members were informed that the posts would sit within the development strategy section of the authority. It was agreed that the Head of Development Strategy would be requested to scope the budget allocation criteria and report back to the Board.

Action Head of Development Strategy be requested to draft development worker post budget allocation criteria – EW to progress

7. **AOB**

None

8. **Items for Next Meeting**

Action: TK to provide report on major capital schemes to be circulated prior to the next meeting of the Board and to make a presentation to the board at the next meeting on the WCVB.

9. **Dates of Future Meetings**

Thursday 8 October – 2:00pm

Monday 23 November – 2:00pm

Thursday 7 January – 2:00pm

Monday 22 February – 2:00pm

Monday 12 April – 2:00pm