



Management Committee Meeting

19 Sept 2019, 6:00pm - 8:00pm at 48 Elmdale Road

- 1 Attendees:** Peter Main, Mohammed Salehan, Toni Massari, Emrys Stanton
Staff: Sarah-Louise Minter
Apologies: Helen Riddell, J Smith, Jo Jenkins, Mich McMorrow, Helen Sivey, Stevon Daef

2 Welcome: Emily Buckfast who was co-opted unanimously to LGBT Bristol's MC.

3 Trustees discussed the future of LGBT Bristol's participation in the Hate Crime and Discrimination Service, with the aim of deciding on future LGBT provisions.

Sarah read out the meeting notes from the last meeting with BHCDS for the LGBT+ Hate Crime Support Service from October 23rd 2018, by way of some background. Toni gave a brief update of the meeting of the previous last week between the BHCDS Management Team (BMT), convened by the BMT to address concerns over LGBT Bristol's ability to host and manage casework. In particular, the caseworker's practice of working from home and the forthcoming, substantial reduction of funding, following budget cuts and taper to support the work. The BMT queried the caseworker's rejection of an office space at Bristol Mind that resulted in her working from home.

The meeting agreed the following requirements for LGBT Bristol :

- 1 Caseworker to be located in a suitable office environment, within a team**
- 2 Agreement detailing how caseworker will work and be supported in future**
- 3 Onus on LGBT Bristol to raise further funds for the hate crime contract ASAP**

2 service options were discussed :

A) Retain the service: this would require us to make the adjustments shown below for supporting the caseworker and obtain further funding as a matter of urgency, to pay for additional support and management - requiring fundraising and bid-writing.

Note: until Jo's return to work is confirmed, the conflicting priorities of casework and fundraising make demands on Sarah's limited time that we cannot pay, adding to the 128 hours TOIL already accrued, further eroding her availability.

B Hand back the contract: to an organisation that is already doing LGBT+ work within the BHCDS collaboration (SARI or Bristol Mind) or to an external LGBT+ organisation (Off the Record). Attendants at the BMT meeting recognised that the low level of funding of the contract makes it an unattractive proposition for most organisations. Thus this option would require sourcing further funding, prior to transferral.

Decision: After discussion Trustees voted unanimously for the service to be retained within LGBT Bristol, if at all possible. Trustees agreed that adequate management and supervision for Johanna should be put in place on her return to work, with Sarah her first line of support, as Line Manager, and Toni as backup. This should free Sarah to concentrate on bid-writing for both, core work and to supplement Hate Crime funding, in addition to her contracted duties.

Actions

- Sarah to draft an Working/Support agreement. Sarah
- Caseworker, Toni and Trustees to input to agreement and agree it. All
- Approach Resolve West for office space for a BHCDS caseworker (£100 /month). Sarah
- Source additional funding for service. Sarah

4 Discussion regarding supporting of Hate Crime Caseworker going forward and Agreement of steps

Toni and Sarah outlined what was required to support the caseworker back to work. Toni offered to be the point of contact Trustee for caseworker and would support the process going forward. All agreed unanimously for Toni to take this role. Sarah/
Toni

Sarah and Toni will meet with caseworker at a location and time that is convenient to all. Caseworker may bring a peer to support them. At the meeting we will listen to what caseworker is prepared to tell us about their health, care plan and what they expect going forward in regard to support. Sarah/
Toni

To take the service forward LGBT Bristol needs to prove that it can support the caseworker adequately, house them in an appropriate environment and source the funds to pay for this. Sarah

For caseworker to return to work, LGBT Bristol require a fit to work note detailing what Dr believes is needed for a safe return to work. Sarah

Further information/advice is needed on Fitness to Work Assessment and the Legal Advice as to what LGBT Bristol can and cannot do as an employer. Sarah

Sarah and Toni to report back conclusions to Trustees following the meeting.

Sarah will work with Jo, following the meeting and while Toni is on holiday, to ensure a smooth return to work, as and when appropriate. Sarah/
Toni

Sarah organised a card to be signed for caseworker and will purchase and send, as agreed, a £20 Garden Centre gift card.

5 Agreement of Minutes of 3rd July 2019 – deferred to next meeting as file corrupted for printout. Sarah

6 Matters Arising - deferred to next meeting as above

7 Governance - deferred to next meeting due to time constraints

8 Hate Crime

Complaint:

There is a complaint against Johanna which we are addressing from the client perspective but will not address from staff perspective until caseworker is well and back at work. Toni is helping Sarah manage this and will be the Trustee point of contact and representative. All agreed and thanked Toni for her support. Sarah and Toni to report progress to Trustees at next meeting.

Sarah/
Toni

Hate Crime Sick Cover and TOIL

Sarah is covering the BHCDS casework while Jo is on sick leave. This means that, as the combined posts are 39.5 hours, Sarah is working more than full-time hours, at a time when traditionally there is always more call on LGBT Bristol, with event-organising, coinciding with a spike in hate crime cases. Sarah advised Trustees that TOIL owed her will be high, but preferable to paying her extra hours, as this would impact finances and limit how long the organisation can continue to operate as a staffed organisation, in the absence of new sources of funding. Sarah proposes to take TOIL as and when possible but this must be by 31st May 2020. It should be noted that this will impact on her ability to submit bids and service the charity. Input and help from Trustees at this time will be of paramount importance. Sarah acknowledged Toni's support, assisting her in the management of HR and Complaint.

Sarah

Sarah will submit detailed TOIL report and once caseworker back in post.

Sarah

9 Consultancy Project

There has only been one applicant so far – from an organisation that is VAT registered and so cannot deliver the same amount of work as an independent freelancer. Sarah has emailed VOSCUR to see if they would be able to support this work – two of their team are freelancers that had been identified and targeted for this project. If this should prove feasible and a proposal forthcoming, Sarah will then contact the funders to establish whether they will support this amendment and report at the next MC meeting.

Sarah

10 Online/Social Media

David Sully and Berkeley Wilde help us service Twitter and Facebook. Sarah is able to upload LGBT Bristol events but has little time for anything else. Toni offered to help support facebook and help manage LGBT Bristol Social Media.

Toni/J/
Berkeley

Toni reiterated the convenience of using the online Forums for communication and work, as they allow participation at Trustees' own convenience. She requested that all sign-up and offered to email out instructions again. It was noted that some things will still have to be emailed until all have signed up, so as to include everyone.

ALL

Sarah will do an eBulletin to include details of all events by 28th September. Volunteer Millie will not be back in time to help her with this.

11 Events: Report Back

Sarah

Bristol Pride: LGBT Bristol Pride was a success with the new banner, flags and lots of volunteers in attendance. 60 surveys were completed and Sarah was able to get lots of interest from other groups for the Interfaith Event in October. All liked the new venue.

12 Events: Planning

Bi-Visibility: Sarah has had no luck contacting Bi-Visible but did get in touch with a woman from Brighton who runs Bi-Visibility Pride. Sadly the person did not come back to her with ideas and resources for a joint event so nothing will be forthcoming this year. J

National Coming Out Day: LGBT+ Interfaith and Allies Evening

This is all set and planning, invites and Eventbrite are all underway. Plenty of speakers have booked and there is a lot of interest. It will be on 11th Oct, 5-8pm at the Lord Mayor's Chapel in Park Street. J will attend and speak for LGBT Bristol.

Sarah/J

Trans Day of Remembrance

Wed 20th November 2019 at the Anson Rooms at Bristol Student Union. LGBT Bristol will again provide support, publicity and refreshments. All trustees welcome to attend and support Sarah.

Sarah

Trans Pride South West

Sat 23rd November 2019 12-4pm in Main Hall, The Station, Silver St. Sarah taking publicity and banner for stall. All trustees welcome to attend and support Sarah.

AGM: *deferred to next meeting*

LGBT+ Community Hub/Network Meeting: *deferred to next meeting*

13 Funding

BCC BIF Trans Project at 2nd Stage

Interview for 2nd stage was held on 4th Sept at City Hall. Initial feedback is good. Sarah thanked by panel for comprehensive proposal. Result will be mid Oct. Sarah to report progress to next meeting.

Sarah

LGBT+ Collaborative Bid:

Sarah is working on a proposal with Diversity Trust and Opening Doors (London). This is not be a fast process as it involves working with other organisations. There is a meeting with the Lottery representative, Rowan Millar, about the initial proposal next week on 24th Sept and Sarah will be working on the bid over the weekend. The other groups cannot attend. Sarah will report back at next meeting.

Sarah

Tudor Trust Bid (Core Funding): *deferred to next meeting*

Awards for All (On-Going Funding): *deferred to next meeting*

BHCDS Taper fundraising: *deferred to next meeting*

Fundraising to support LGBT Bristol:

Sarah and Mo recently attended informative Crowdfunding training. To be useful, LGBT Bristol will need a sub-group to scope ideas, audience and rewards for success. Further discussion deferred to next meeting. Sarah

14 Finance

A brief report is on the back of the agenda. Our accountants have advised us to identify a level beyond which we must plan for contingency. This is now set to £20K. Hopefully we will have raised funding by the time we run out of funds, around 31 August 2020. Sarah

Sarah will update the finances and report at each Trustee meeting, showing projections as to when funds will run to. Sarah

15 Campaigning - deferred to next meeting

16 AOB

LGBT Bristol has a stall at the Celebrating Age Festival on 1st October, Peter, Toni and Sarah will be attending to support the stall. All welcome.

Peter/
Toni/
Sarah

OutStories Bristol who are unfunded, have requested £25 to support their stall at Trans Pride South West. This would be from the LGBT Bristol Donations Fund. All agreed to support this. Sarah to facilitate.

Sarah

The LGBT *Voice and Influence** contract is now with Off the Record. Sarah and J met with their development worker, Henry, recently. The meeting did not have any outputs but they learnt that the LGBT Panel that replaced the LGBT Commission, will be supported by the VIP project, in future. The panel are volunteers and were voted to positions at the LGBT VIP meeting on 2nd September. J attended in sarah's absence, and put himself forward, but was not successful. Sharifa James represents BAME and Marek Barden, Disability.

17 Next Meeting

Sarah to send round doodle for meeting in October. All agreed that a Wednesday was the best option and following a discussion about holding meetings at the Park, it was decided to hold them at 48 Elmdale in future, and that Sarah to be reimbursed in line with a previous agreement for out of pocket expenses for meetings held at her house.

Sarah

****Voice & Influence***

Previously Voice and Influence has been provided by separate equality forums governed by specific protected characteristics. We are proposing that in the future one organisation or consortium of organisations develop a voice and influence participation model designed to bring common issues together in a shared approach across equalities groups. We also want the new service to work with people who experience poverty and disadvantage.

<https://bristol.citizenspace.com/resources/voice-and-influence/>