

# BWRDD CYFARWYDDWYR ac YMDDIRIEDOLWYR BOARD OF DIRECTORS AND TRUSTEES

Minutes of the Board Meeting held on 26 September 2025 at PAVO Offices, Ddole Road, Llandrindod Wells

Present: Jamie Burt (Chair)  
Wendy Beaven  
Lisa Griffiths  
Gary Mitchell  
David Price

In attendance: Clair Swales (CEO)  
Angela Owen (Head of Internal Services)  
Sharon Healey (Head of Health, Wellbeing & Partnerships)

Apologies: Jennifer Owen Adams, Margaret Evitts, Myra Francis, William Powell, Peter Swanson, Elin Wozencraft,

Agenda Item and paper No	Item	Minute	Action / Decision
1.	<b>Chair's Welcome</b>	<p>Jamie welcomed everyone to the meeting.</p> <p>Jamie informed the Board that two items had been removed from the agenda due to some late apologies and a possible low attendance foreseen for today's meeting:</p>	

		<p>4) The Presentation of the Annual Accounts by PAVO's External Auditors 8)The Governance Session on PAVO Governance and Code of Conduct.</p> <p>The Board were asked to consider, in the light of the forthcoming AGM, whether they had the commitment to continue to be on the Board and that PAVO did not want to lose valuable trustees. The best day for these meetings had been discussed earlier in the year and Friday had come back as the most convenient day.</p>	
2.	<b>Apologies</b>	Apologies were received and recorded (see above).	
3.	<b>Declaration of interests</b>	There was one declaration of Interest over and above those recorded in the Trustee declaration of interests' register. Gary asked that his connection to a PAVO member Anian/Cambrian Wildwood be added to the register	Gary's Declaration of Interest to be added to the Interests Register.
4.	<b>Annual Accounts 2024-25</b>	The accounts will be presented by PAVO's external auditors at a separate meeting.	Meeting for PAVO's external auditor to present the accounts to the Board to be arranged.
5.	<b>Minutes of Board Meeting held on 25<sup>th</sup> July 2025</b>	The minutes of the meeting held on 25 July 2025 were agreed as an accurate record.	Approved
6.	<b>Redaction of minutes</b>	Any redactions to the minutes were considered prior to publication.	No redactions were made.
7.	<b>Matters Arising:</b> (see action log)	The Board discussed progress and updated actions from previous meetings, listed in the Action Log at the end of these minutes.	

8.	<b>Governance Session</b>	It was decided to stand down the governance session from the agenda as mentioned during the Chair's welcome.	To be delivered at an alternative Board meeting
9.	<b>Operational Presentation – RIF Project Re-Modelling</b>	<p>Clair reminded the Board that the RIF project re-modelling of Community Connectors and Powys Befriending Service came about from discussions at the RPB where PAVO was instructed to look at the re-alignment of six projects across the RPB space. Clair explained that the projects were being looked at in line with legislation around Social Prescribing, the emerging activity from Better Together and Sustainable Powys.</p> <p>The new model is now being piloted and a further progress report will be brought to the November Board meeting.</p>	<p>Received</p> <p>RIF Re-modelling project report will be brought to the November Board Meeting.</p>
10.	<b>Annual Membership Report</b>	<p>The Board received and discussed the Annual Membership Report for approval.</p> <p>The Board found the report a useful tool to see the breadth of organisations across the county, to read descriptions of the new groups that have come on board and also data around the reasons for leaving or closing.</p> <p>A breakdown of membership categories such as health &amp; social care, environment etc. will be included in the next report.</p> <p>Ruth was thanked for compiling the report.</p>	Approved

11.	<b>Annual Complaints, Criticisms and Compliments Report</b>	<p>The Board received the Annual Complaints, Criticisms and Compliments Report for approval.</p> <p>The PAVO website features a section on “Comments, Complaints and Compliments” and links users to the “contact us” form to encourage feedback and compliments. During the year, amongst several compliments, one formal and one informal complaint were received. Both were subsequently resolved.</p>	Approved
12.	<b>Internal Audit and Policy Review</b>	<p>The Board received the Internal Audit Report &amp; Action Plan – Supervision &amp; Appraisal for approval.</p> <p>The report contained four recommendations mainly focussing on the technical process, Staffology and training.</p> <p>Currently Trustees do not have access to the Staffology system in order to carry out appraisals and Supervisions for the CEO on line. Jamie suggested that it may be useful for the current Chair to have an insight into how Staffology works.</p>	Recommendations approved
13.	<b>Quality Assurance Reports</b>	<p>The Board received the Quality Assurance Report Leadership and Management for approval.</p> <p>The evidence for this standard was scrutinised by Trustee Jennifer Owen-Adams and Senior Officer Melissa Townsend. The panel found that PAVO was compliant with all the indicators and put forward four recommendations.</p> <p>Following discussion, Angela reassured that PAVO has a robust back-up system and a report could be brought to the next meeting to show the</p>	Recommendations approved

		<p>Cyber Security that is in place. Angela further suggested contacting the insurance company to ascertain the recommended levels for PAVO.</p> <p>Jamie raised awareness for PAVO support for smaller member organisations that may have difficulty in this area and the cost of system updates.</p>	<p>PAVO Cyber Security Report to be brought to the next Board meeting.</p> <p>Contact insurance company to ascertain recommended Cyber Security levels for PAVO.</p> <p>PAVO support for member organisations around Cyber Security.</p>
14.	<b>Risk Register Report Q2 2023-24</b>	<p>The Board received the Risk Register Report Q2 2023-24 and the updated Full Risk Register for approval.</p> <p>Sub-group Jamie, Angela, Janet and Peter had met to review the Risk Register. Clair talked through the Risk Register Report Q2.</p>	Approved
15.	<b>Staff Pay Award 2025-2026:</b>	The Board discussed the proposed NJC salary increases for staff for 25/26 and be back paid from 1 April 2025.	Approved
16.	<b>CEO Report</b>	<p>Clair presented her report to the Board.</p> <p>Clair said that the Social Value Fund should be determined by grass roots. The funding will be launched on 15 October following a delay for needing more evidence of priorities from statutory partners.</p>	Received

		<p>PAVO have been involved in a significant amount of work with the North Powys Programme Board in encouraging partners to engage more effectively with the Sector and Community.</p> <p>The Board discussed whether the next Board meeting should be in person or online as it follows the PAVO AGM.</p>	The AGM & Board Meeting on 28 November to be a hybrid meeting.
17.	<b>Heads of Service verbal update – highlights and exceptions</b>	<p>Sharon highlighted a meeting held with Powys County Council and the Third Sector following submission of a paper that collated concerns from the Third Sector regarding Powys County Council's proposals for the re-modelling of day opportunities. Conversations are ongoing.</p> <p>Angela highlighted the recent main work in the Finance Department as being the audit with the new auditor. A few new tasks need to be undertaken around Trustee ID and safeguarding checks.</p>	<p>Received</p> <p>Trustees will be contacted regarding the new tasks requested by the auditor.</p>
18.	<b>Chair's Update (verbal)</b>	The Chair informed that he would be standing down as Chair at the forthcoming AGM and would be happy to discuss the role with anyone that may be interested.	Received
	<b>Any other Business</b>	None	
19.	<b>SPF Project – Community Conversations</b>	For information and a reminder and request to complete and share the survey link <a href="https://www.haveyoursaypowys.wales/shaping-the-future-of-powys-communities">https://www.haveyoursaypowys.wales/shaping-the-future-of-powys-communities</a>	Received.

20.	<b>Child Poverty Strategy for Wales – Lived Experience Exercise</b>	For information	Received
	<b>Future Board Meetings:</b>	28 November – AGM 9.30am (hybrid) 28 November – 10.15am (hybrid) 10 December - Staff Development Day – Llanigon Village Hall 27 February 2026 - 9.30am – All day face to face (away day)	Look at future Board Meeting dates after Feb 2026.

<b>ACTIONS LOG KEY</b>
<b>COMPLETE</b>
<b>ON TRACK</b>
<b>PROGRESS DELAYED</b>
<b>PROGRESS AT RISK</b>

Agenda / Date / Item	Log of Actions carried forward	Responsible Officer	Status	Progress update
<a href="#">25/09/26/7</a>	Trustees will be invited to facilitate Tea with a Trustee in a choice of upcoming 'roadshows'. A briefing on how to gather information will be circulated.	Trustees  Trustees		Ongoing.  A number of trustees have participated with 'Tea with a Trustee' events

				at the PAVO Roadshows
25/07/25/6 25/09/26/7	A meeting is arranged with the leader and deputy leader highlighting the work PAVO is doing. Clair has received an invitation to attend Powys County Council Cabinet meeting.	CS		Attending Cabinet 6/12.  Regular meetings with Leader and Deputy Leader ongoing.
25/07/25/10 25/09/26/7	Trustees Annual Report - Angela to talk with the Auditors strengthening the wording of free reserves and also include reference to the change of auditors in the document.	AO		Complete
25/07/25/12 25/09/26/7	Quality Assurance Reports:  Governance - It was agreed to timetable a Review of the Memorandum of Articles and Rules to come to a future Board Meeting.  Managing People - Angela to implement the recommendations from the session.	AO/CSw  AO		Remove Managing People as this ongoing.  Governance review Mem and Arts to remain on action list pending scheduling
25/07/25/13 25/09/26/7	Annual Sickness Absence Report 24/25 - The 67% figure showing one or more days' absence has been checked and is correct.	AO		Complete



	It was noted that the report highlights the number of staff on long term leave but perhaps not the scope and narrative for those with short term leave eg one day. It was agreed to keep an eye on this figure going forward.			
25/07/25/14	Annual Internal Audit Reports: IT audit - recommendations approved	AO		Complete
25/09/26/7	Trustee skills and satisfaction survey - EDI survey has been re-circulated. There is still time for trustees to complete and 7 responses has been received.  Annual Staff satisfaction report - A version of the report was sent to staff minus the comments stating that a full version had been received and discussed by the Board. There has been no further feedback.			
25/09/26/3	Jamie's Declaration of Interest to be added to the Interests Register.	AO		
25/09/26/4	Meeting for PAVO's external auditor to present the accounts to the Board to be arranged.	AO		Complete
25/09/26/9	RIF Re-modelling project report will be brought to the November Board Meeting.	SH		Nov Board
25/09/26/13	PAVO Cyber Security Report to be brought to the next Board meeting.  Contact insurance company to ascertain recommended Cyber Security levels for PAVO.  PAVO support for member organisations around Cyber Security.	AO  AO  AO		

25/09/26/17	Trustees will be contacted regarding the new tasks requested by the auditor.	AO		
25/09/26/	Look to arranging future 2026 Board Meeting.	Ruth/AO		Complete