

NAWRA Committee meeting – 10 March 2016 – Derby

Present: Alan Markey (Coventry Independent Advice Service, chair), Eri Mountbatten (Aberystwyth University Students' Union), Daphne Hall (LASA), Jim McKenny (Kirklees Council), Juan Ramirez (Rushcliffe Advice Network), Patrick Hill, Corin Hammersley (Greenwich Council), Kelly Smith (Child Poverty Action Group, minutes)

Apologies: Tom Messere (Maggies / Big Book of Benefits) Maureen Arthur (Family Mosaic), Simone Caudell (Orbit Housing); Julie Henry (Durham County Council), Tom Lamb (Dundee North Law Centre)

Action log:

	Action required	Who
1	Re-organise 'resources' tab on the website	Daphne
2	Update the benefit updater chart	Daphne and Tom
3	Find out if Bristol City Council is planning to update their EEA HB flow chart.	Daphne
4	Write a blog on disability issues in UC	Tom
5	Write a blog on alternative payment arrangements in UC	Julie
6	Give Daphne access to Twitter	Alan
7	Email Kelly with a short biography for the website	All
8	Investigate the use of Mailchimp or similar for emails to members	Kelly
9	Investigate branded lanyards	Eri
10	Contact Liz Wilson at the Welfare Benefits Unit in York for a preliminary discussion on a possible research project	Jim
11	Make tentative enquiries with Ted Schrecker at Durham University and Tina Beatty at Sheffield Hallam about a possible research project	Alan
12	Set up a working group on UC and disability	Tom

13	Circulate slides from SSAC meeting in Edinburgh by email	Jim
14	Circulate York University conference slides by email	Alan
15	Write a blog on UBI	Eri
16	Update and circulate financial report	Kelly
17	Contact Richard Gass at Glasgow Council to suggest a speaker on UBI for the Glasgow meeting in Sept 2016	Eri

1. Welcome, minutes and matters arising

- a) Minutes of meeting on 3 Sept 2015 agreed.

2. Publicity and communications

a) Website

- **Daphne** to re-organise the 'resources' tab
- **Tom and Daphne** to update the benefit updater chart
- **Daphne** to find out if Bristol City Council is planning to update their EEA HB flow chart.
- **Tom M** to write a blog on disability issues in UC
- **Julie** to write a blog on alternative payment arrangements in UC

b) Social media

- Alan included social media stats in the annual report
- **All:** send any suggestions on the use of social media to Alan
- **Alan** to give Daphne access to Twitter

3. Governance

a) Committee elections

- Patrick, Simone and Tamara have decided to stand down from the Committee. Alan thanked them for their contributions.
- Terry Patterson (Manchester Council) has been appointed as rep for north west England. There were no other nominations.
- Jenny Wood (Eastbourne CAB) has been appointed as rep for south east England. There were no other nominations.

- Eri Mountbatten (Aberystwyth University Students' Union), Tom Messere (Maggies / Big Book of Benefits) and Rick Jones Abbas (Unite Community) stood for two seats representing Wales. Eri and Tom gained the most votes and will continue to serve on the Committee.
 - There are vacancies for reps in the East of England and Northern Ireland.
 - Updated committee member list available on the [website](#)
- b) Annual report
- Alan drafted the [2015-16 annual report](#) and posted it to the website. **Alan** to present it at the Belper meeting.
- c) NAWRA development sub-committee report
- Alan circulated the report to committee members by email
 - Key points:
 - **Alan** to draft a covering letter for annual membership fee invoices
 - **All** to email Kelly with a short biography for the website
 - **Kelly** to investigate the use of Mailchimp or similar for emails to members
 - **All** committee members to wear their badges at NAWRA events. **Eri** to investigate branded lanyards.
 - The development sub-committee will also consider:
 - recruiting a non-committee member to the development sub-committee
 - advertising NAWRA
 - applying for funding for a development worker
 - ethics and professional standards
 - accreditation options such as registering for CPD points.
- d) Research on the value of advice
- In 2006, NAWRA commissioned some academics at Manchester University to produce a [literature review on the benefits of welfare rights advice](#). Members have found it helpful when making the case for advice services.

We could use some of NAWRA's reserves to fund an update, or commission our own research. Agreed that we would survey members to find out what they

would find helpful. **Jim** to contact Liz Wilson at the Welfare Benefits Unit in York. **Alan** to make tentative enquiries with Ted Schrecker at Durham University and Tina Beatty at Sheffield Hallam.

4. Policy issues

- a) UC and disability
 - o **Tom** to set up a working group on UC and disability. See his email of 3 March 2016

5. Reports from consultation groups and other events

- **Daphne** to continue to attend DWP operational stakeholders group meetings
- **Tom M** to attend DWP local liaison meetings?
- **Maureen** to continue to attend tax credits consultative group meetings
- **Corin** to attend meetings on PIP
- **Jim and Corin** to attend LGA Advisers Group meetings
- **Juan and Eri** to attend DWP Alternate Formats group meeting in person or by phone
- Jim attended SSAC meeting in Edinburgh. **Jim** to circulate slides by email.
- Alan attended '*Have we become acclimatised to greater inequality?*' conference at York University in Jan 2016. **Alan** to circulate the slides by email.
- Eri attended a conference on universal basic income. **Eri** to write a blog on the concept for the website. See Guardian articles in [Dec 2015](#), [Jan 2016](#) and [Apr 2016](#).

6. Finance

- a) 2015/16 finance report

Kelly circulated the financial statement for 2015-16 updated with details of income and expenditure to end of the third quarter. **Kelly** to update and circulate the financial statement after the end of the financial year.
- b) 2016/17 budget

Kelly circulated a budget for 2016-17 for approval. Budget approved.
- c) Committee member expenses

All - If your employer is not willing to pay please send receipts for your expenses to Kelly by email at kelly@nawra.org.uk or by post to CPAG, 30 Micawber St, London,

N1 7TB. Please include your home address, bank account number and sort code.
Please refer to the expenses policy and try to make your claim promptly.

7. Future NAWRA meetings & workshops

- 3 June 2016 - Greenwich (hosted by Greenwich Council)
- 3 Sept 2016 - Glasgow (hosted by Glasgow City Council) **Eri** to contact Richard Gass to suggest a speaker on UBI.
- 2 Dec 2016 - Stoke on Trent (hosted by Staffordshire University)

Tentative offers to host also received from Scottish Borders Council, WRAC and South Somerset Council.

Agreed that at each NAWRA meeting there ought to be one workshop at introductory/refresher level.

8. Any other business

None

9. Next committee meeting

Afternoon of Thurs 2 Sept 2016 - Glasgow (time and location to be confirmed)