

NAWRA Committee meeting – 8 March 2018 - Stockton

Present: Tamara Moreau (Benefits and Work, chair), Daphne Hall (Rightsnet), Corin Hammersley (Greenwich Council), Terry Patterson (Manchester City Council); Julie Henry (Durham County Council), Craig Samuel (City of Edinburgh Council), Tom Messere (Maggie’s / Big Book of Benefits), Zoey Corker (Sanctuary Housing), Kelly Smith (Child Poverty Action Group, minutes)

Apologies: Alan Markey (Coventry Independent Advice Service), Juan Ramirez (Derbyshire County Council), Maureen Arthur (Family Mosaic)

Action log:

	Action required	Who
1	Survey lapsed member to find out their reason for leaving (Scotland partially done)	Kelly
2	Complete expenses claim and send receipts to Kelly by 31 March 2018	All (unless employer willing to pay)
3	Write a blog on alternative payment arrangements in UC	Julie
4	Re-organise website resources	Alan and Daphne
5	Book a room for meeting of the development subgroup in Nottingham on 31 May 2018	Kelly
6	Set up a working group on UC and disability	Tom
7	Write some FAQs for the ‘UC Survivors’ Facebook group	Tom
8	Email members in South East England and Wales to ask for volunteers to join the committee	Kelly
9	Review the constitution and circulate for comments	Tamara
10	Draft the first edition of NAWRA News on IB to ESA transfer backdating	Daphne
11	Investigate potential hosts in the south of England	Daphne/Corin
12	Re-write the ‘Join NAWRA’ page of the website so that it contains more information about the benefits of NAWRA membership	Alan and Kelly

13	Draft an email to members to ask them to share information on best practice in other areas of work.	Terry
14	Send members an email about tribunal consultations in England & Wales and Scotland	Kelly
15	Draft NAWRA's response to tribunal consultations in England & Wales and Scotland	Julie and Craig
16	Draft an email to members about the benefits of membership that they can forward on to non-members	Kelly
17	Find out the cost of including a leaflet about NAWRA in Welfare Rights Bulletin mailings	Kelly
18	Post leaflets to Zoey for distribution locally.	Kelly
19	Email all committee members a list of recently lapsed members in their region to follow up locally.	Kelly
20	Check for updated information on HMRC's 'Needs Extra Support' provision.	Corin
21	Finalise the benefit updater chart	Daphne and Tom
22	Encourage GMWRAG members to join NAWRA as individual organisations	Terry
23	Draw up a manifesto for NAWRA with values and priorities	Terry and Craig

1. Welcome, minutes and matters arising

- a) Minutes of meeting on 7 September 2017 agreed.
- b) Action log updated.

2. Finance

a) 2017/18 finance report

Kelly circulated the financial statement for 2017/18 updated with income and expenditure information to 5 March 2018. We have lost 25% of our members within the last twelve months and as a result we will have a significant deficit by the end of the year. Expenditure remains stable and within budget projections.

b) Draft budget for 2018/19

Deficit budget approved with the understanding the retention of existing members and recruitment of new members is a priority.

Kelly to survey lapsed members to find out their reasons for leaving.

c) Committee member expenses

All - If your employer is not willing to pay please complete the expenses claim form and send receipts to Kelly by 31 March 2018.

3. Publicity and communications

a) Website

- **Julie** to write a blog on alternative payment arrangements in UC.
- **Alan** and **Daphne** to re-organise website resources.

b) Social media

- Nothing to report.

4. Governance

• Committee members

- Jim has stepped down from the Committee after many years service. The committee thanked Jim in his absence. Zoey is now rep for Yorkshire & Humberside and the committee welcomed her to her first meeting.
- There are vacancies on the committee for reps for South East England, Wales and Northern Ireland. **Kelly** to email members in those regions to ask for volunteers.
- Daphne elected un-opposed as vice chair.
- **Tamara** to review the constitution (especially the time scales for committee positions) and send with tracked changes to the rest of the committee for comment. If significant changes are proposed then there will be a vote by members at the meeting in Nottingham on 1 June 2018.
- Committee member list available on the [website](#)

• NAWRA development sub-committee

- No report this time. It was agreed that the development sub-committee would meet twice a year on the afternoon before the main NAWRA meeting in June and December (i.e. alternate to the main committee meetings in March and September). **Kelly** to arrange a sub-committee meeting in Nottingham at 2pm on 31 May 2018.

5. Policy and campaigns

a) UC and disability

Tom, Daphne, Sue Royston, Jo Chimes and other Disability Benefits Consortium (DBC) members have co-ordinated some work on UC and disability issues and met via Skype. It is hoped that NAWRA's detailed technical knowledge of the problems in UC for disabled people will be coupled with DBC members parliamentary contacts for successful outcomes on specific issues. The focus will be on winnable changes and the promotion of paid work for disabled people in order to fit with the government's priorities. While accepting that SDP will not be re-instated, the intention is to lobby for a 'self-care' element and cumulative work allowances to make up for this loss. **Daphne** to draft information for members to keep them updated on our work. **Kelly** to set up a newsletter template.

b) Sharing best practice

Terry to draft an email to members to ask them to share information on best practice in other areas of work.

c) Tribunals reform consultations

Kelly to circulate information to members. **Julie** to draft submission for England & Wales. **Craig** to draft submission for Scotland.

6. Reports from consultation groups and other events

- Daphne attends the DWP stakeholder group meetings.
- Tom attends disability stakeholder group in Wales and recently attended UC meeting in Cardiff.
- Craig attends the PIP forum in Scotland.
- Corin attends LGA advisers group meetings.
- Craig will attend an Independent Assessment Centres meeting.

7. Promoting NAWRA and recruiting new members

- Potential new members: unions, housing associations (via NHF, SFHA and CIH), student advice centres (via NASMA), law centres (via Law Centres Network), BASE, CIPFA, credit unions, Trussell Trust, support workers. An advert on NHF website is £495 for six months.

- Potential places to advertise: Welfare Rights Bulletin, Adviser, Advice UK, HB Info, Legal Action, IRRV, CPAG conferences/training courses.
- **Kelly** to draft an email to members about the benefits of membership that they can forward on to non-members.
- **Kelly** to find out the cost of including a leaflet about NAWRA in Welfare Rights Bulletin mailings.
- **Kelly** to send leaflets to Zoey for distribution locally.
- **Kelly** to email all committee members a list of recently lapsed members in their region to follow up locally.
- **Kelly** and **Alan** to re-write the 'Join NAWRA' page of the website so that it contains more information about the benefits of NAWRA membership.

8. Future NAWRA meetings & workshops

- **Friday 9 March 2018** – The Tab, **Stockton-on-Tees** (hosted by Stockton Borough Council)
- **Friday 1 June 2018** – Nottingham Law School, **Nottingham** (hosted by Advice Nottingham, Broxtowe Citizens Advice and the Nottingham Law School Legal Advice Centre)
- **September 2018** – **Glasgow** (date and venue TBC) **Kelly** to confirm with Richard Gass
- **Friday 7 December 2018** – Town Hall, **Durham** (hosted by Durham County Council)
- **March 2019** – host needed
- **June 2019** – tentative offer from Greenwich Council
- **September 2019** – Edinburgh?
- **December 2019** – host needed

Tentative offers to host received from:

- Scottish Borders Council
- Redcar & Cleveland Council
- Watford CAB
- Salford Council
- South Somerset Council and Bristol City Council keen but venue is expensive

Agreed that it is important to try to maintain a geographical spread of meetings throughout the year.

Tamara to review and update our [guide to hosting](#).

Workshop ideas:

- Making use of HMRC's 'Needs Extra Support' provision. **Corin** to check for updated information.
- Universal credit and disability.
- **Zoey** to run a workshop on appeals and/or form filling.

9. Any other business

- **Tom** and **Daphne** to display a draft version of the benefit updater chart at the Stockton meeting and finalise it soon.
- **Terry** to encourage GMWRAG members to join NAWRA as individual organisations.
- **Terry** and **Craig** to draw up a manifesto for NAWRA with values and priorities.

10. Next committee meeting

- Development sub-committee – 2-4pm on 31 May 2018 in Nottingham.
- Committee meeting – afternoon before main NAWRA meeting in Glasgow in early September.