

## NAWRA Committee meeting – 6 September 2018 - Glasgow

**Present:** Alan Markey (Coventry Independent Advice Service, chair), Tamara Moreau (Benefits and Work), Daphne Hall (Rightsnet), Corin Hammersley (Greenwich Council), Julie Henry (Durham County Council), Atif Kaudri (Maggies Oxford); Craig Samuel (City of Edinburgh Council), Tom Messere (Maggie's / Big Book of Benefits), Zoey Corker (Sanctuary Housing), Maureen Arthur (Peabody); Richard Gass (Glasgow City Council); Kelly Smith (Child Poverty Action Group, minutes)

**Apologies:** Juan Ramirez (Derbyshire County Council), Terry Patterson (Manchester City Council); Gareth Morgan (Ferret)

### Action log:

|    | Action required  | Who                     |
|----|--|-------------------------|
| 1  | Re-organise website resources  | Alan, Daphne and Gareth |
| 2  | Contact Alan if you want to tweet on behalf of NAWRA   | All                     |
| 3  | Send Julie the Twitter password  | Alan                    |
| 4  | Write an edition of the NAWRA Newsletter on ESA Reg 35   | Julie                   |
| 5  | Write an edition of the NAWRA Newsletter on deductions from UC   | Daphne                  |
| 6  | Set up an accreditation and peer review 'task and finish' group and report back to the committee on 6 Dec 2018 | Gareth, Zoey and Tom    |
| 7  | Draft a membership benefits statement and update the obligations of membership on the joining form             | Maureen and Kelly       |
| 8  | Review the membership fee structure and make recommendation to the committee.                                  | Alan, Corin and Atif    |
| 9  | Upload a copy of the constitution to Dropbox and circulate the link.   | Alan                    |
| 10 | Review constitution and comment via Dropbox by 6 Dec 2018.   | All                     |
| 11 | Find out how the CPAG management charge is calculated.   | Kelly                   |

|    |   |                                      |
|----|---|--------------------------------------|
| 12 | Complete expenses claim and send receipts to Kelly by 30 September 2018     | All (unless employer willing to pay) |
| 13 | Circulate Steve Johnson's leaflet on claiming legacy benefits instead of UC | Corin                                |
| 14 | Circulate Wrexham's leaflet on claiming legacy benefits instead of UC       | Tom                                  |
| 15 | Check for updated information on HMRC's 'Needs Extra Support' provision.    | Corin                                |
| 16 | Investigate and encourage potential hosts in the south west of England      | Daphne                               |

## 1. Welcome, minutes and matters arising

- a) Minutes of meeting in Stockton on Tees on 8 March 2018 agreed.
- b) Action log updated.
- c) Plans for tomorrow's meeting in Glasgow finalised.

## 2. Publicity and communications

### a) Website

- o **Alan** and **Daphne** and **Gareth** to re-organise website resources.

### b) Social media

- o Craig now has access to the Twitter account. Each user to sign off with their initials. **All** – contact Alan if you would like to tweet on behalf of NAWRA too.
- o Alan will continue to look after the LinkedIn and Facebook accounts.

### c) Newsletters

- o **Julie** to write an edition of the NAWRA Newsletter on ESA Reg 35.
- o **Daphne** to write an edition of the NAWRA Newsletter on deductions from UC.
- o Agreed to encourage each workshops facilitator to write a Newsletter after their workshop.

### 3. Governance

- Alan circulated notes of the development sub-committee meeting of 31 May 2018. Agreed that the focus would be on the main NAWRA committee and that specific 'task and finish' groups would be set up as follows:
  - Accreditation and peer review – **Gareth, Zoey and Tom**
  - Website – **Daphne, Alan and Gareth**
  - Membership benefits statement and obligations of membership on the joining form – **Maureen and Kelly**
  - Membership fee structure – **Alan, Corin and Atif**
- **Alan** to upload a copy of the constitution to Dropbox and circulate the link. **All** to review and comment by 6 Dec 2018.
- It was agreed that an extra NAWRA committee meeting will take place in Durham at 2pm on 6 Dec 2018 where it will be decided whether or not to make NAWRA committee meetings more frequent, and if so how to minimise expenses.

### 4. Finance

#### a) 2018/19 finance report

Kelly circulated the financial statement for 2018/19 updated with income and expenditure information for the first quarter (1 Apr 2018 – 30 Jun 2018) by email. There has been an encouraging increase in new members but renewals are low and as a result it is likely that we will have a significant deficit by the end of the year. Expenditure remains stable and within budget projections. **Kelly** to find out how the CPAG management charge is calculated. **All** to help promote the benefits of NAWRA membership locally.

#### b) Committee member expenses

**All** - If your employer is not willing to pay please complete the expenses claim form and send receipts to Kelly by 30 September 2018.

### 5. Policy and campaigns

#### a) Videoing PIP assessments

Maureen attended a meeting about videoing PIP assessments. Broadly positive, although some individuals may decline to consent.

#### b) Claiming UC when better off on legacy benefits

There is evidence of the DWP telling people that they have no option but to claim UC when in fact they are still eligible for legacy benefits and would be better off claiming them. **Corin** to circulate Steve Johnson's leaflet. **Tom** to circulate Wrexham's leaflet.

## 6. Future NAWRA meetings

- **Friday 7 December 2018** – Town Hall, Durham (hosted by Durham County Council)
- **Friday 1 March 2019** - Salford Civic Centre, Chorley Road, Swinton, Salford, M27 5AW (hosted by Salford City Council)
- **Friday 7 June 2019** - Queen Anne Building, Old Royal Naval College, King William Walk, London SE10 9NN (hosted by Greenwich Council)
- **September 2019** – City of Edinburgh to confirm
- **Friday 6 December 2019** - Leeds Civic Hall, Calverley St, Leeds LS1 1UR (hosted by Leeds City Council)

Tentative offers to host received from:

- Scottish Borders Council
- Redcar & Cleveland Council
- Watford CAB
- South Somerset Council and Bristol City Council

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

## 7. Any other business

None

## 8. Next committee meeting

- 2-4pm on 6 December 2018 in Durham.