

NAWRA

Committee meeting – 12 September 2019 - Edinburgh

Present: Alan (chair), Corin, Daphne, Craig, Maureen, Zoey, Atif, Tom, Terry, Michael, Julie, Terry, Kelly (minutes)

Apologies: Gareth, Juan

Communications and publicity

- **Alan** to re-organise website resources.
- **Tom** to draft FAQs on UC and send link to Kelly for circulation.
- **Corin** to write an edition of the NAWRA newsletter on safeguarding provisions.
- **Tom** to write an edition of the NAWRA newsletter on PIP changes.
- **Gareth** to write an edition of the NAWRA newsletter on pension changes.
- **Kelly** to ask CPAG's designer to produce updated version of NAWRA leaflet.
- **Alan** to give Kelly the contact details and template designs for more NAWRA banners.
- **Kelly** to change the password on the password-protected parts of the website annually.
- **Tom** and **Daphne** to look at revising the benefits updater chart.

Governance

- **Gareth, Zoey** and **Tom** to continue their accreditation and peer review 'task and finish' group, including awarding CPD points to members who attend meetings. **Tom** and **Gareth** to look at quality standards in Wales.
- **Terry** to draft a manifesto for NAWRA and circulate to committee members for comment.
- Committee elections take place in February 2020. All regional reps are due for re-election. The meeting agreed that Scotland should have two representatives on the committee.
- The meeting agreed to trial a committee meeting by Skype (or similar) in June 2020.

Policy and campaigns

- **Julie** to send statistics on Tribunals from FOI request to Michael.
- **Tom** to circulate Jay Shah's 'special rules' chart.
- **All** to contact Daphne with any benefit delivery problems to raise with JP Marks in a meeting later this year.
- **Daphne** to continue to work with the APPG on terminal illness.
- **Corin** to circulate notes from meeting with DWP on consent.
- **Alan** to consider NAWRA's potential participation in an ASA peer-review project.
- **Alan** to draft a document setting out the scope for a commissioned piece of academic research, or a literature review, on the value of advice and to approach academics known to NAWRA.
- **Alan** to circulate the terms of reference for CPAG's Secure Futures project.

Finance

- **All** to send expense claims to Kelly by the end of Q3 (30 September 2019).
- **Daphne** to talk to Leigh Day about becoming members.
- **Kelly** to clarify eligibility for the £20 concessionary member rate to exclude those working for organisations that ought to join at the £50/£120 rate.
- **Kelly** to request further information from potential members who charge a fee for their services, including professional indemnity insurance, fee structure and complaints procedure.

Future meetings

- **Craig** to investigate the possibility of holding a meeting in Dundee.
- **Daphne** to investigate and encourage meeting hosts in south west England (and/or Brighton).
- **Corin** to investigate and encourage meeting host in Canterbury.
- **Daphne** to invite Victoria Todd (LITRG) and Charlotte O'Brien (York University) to speak at a future NAWRA meeting.

Next meeting: 2pm on 5 December 2019 at Seacroft Community Hub (Deacon House), 1 Seacroft Avenue, Leeds, LS14 6JD