

NBB Solicitors Letter

The solicitor's letter listed several recommendations. The committee has debated all points and the following action plan has been agreed:

Recommendation	Agreed Action	Owner	Target Date
Review and ensure all relevant policies are in place and up to date	Full review of every policy over course of the next year, prioritised in order of importance	Each relevant Committee Member	Sept 2023
Ensure H&S Audits are carried out regularly as appropriate	Recruit a H&S Aux role to lead on this, with relevant experience	Vice-Chair	Oct 2022 (Aux role in place)
Ensure that volunteers are properly safeguarded	Make this part of the H&S role	Vice-Chair	Oct 2022 (Aux role in place)
Ensure appropriate insurance is in place	Confirm all insurances we hold, plus renewal dates	Secretary & Treasurer	Oct 2022
Review the skills on Trustee Board / Committee	Each committee member to provide a "mini CV" detailing skills to be held centrally	All Trustees	Oct 2022
Develop a Trustee Code of Conduct	To be developed and then formalised and agreed by the members at the AGM	Vice-Chair	Oct 2022
Ensure regular Trustee training	Determine training required and put in place	Training Officer	Dec 2022
Put in place a scheme of delegation	This to be developed following any committee / trustee restructure	Chair	Jan 2023
Review Trustee and officer job descriptions	All JD's to be reviewed as part of committee restructure	Chair + small number of previous trustees who could help and we can benefit from their experience	Mar 2023
Review the wording of the constitution to ensure electronic meetings of members are valid	We believe this is already in place but we will review the wording to check if needs tweaking and bring to AGM if required	Vice-Chair	Nov 2022
Review or introduce a finance policy	This is in place but will be reviewed to verify any changes to controls required	Secretary & Treasurer	Dec 2022