

## NHTT Coordinating Group Meeting Minutes

Monday 15 February 2010, 8.00pm Giffordtown Hall

**Attendees:** Louise Barron, Dave Hamilton, Neil Stoddart, Tom Morton, Hamid Van Koten, Crispin Hayes, Andy McKie, Hayley Mills

**Chair:** Tom Morton

**Minutes:** Louise Barron

### **1. Web Update/Content & Draft Guidelines - Dave Hamilton**

Dave gave a presentation on the NHTT website posing questions around control of content, what we are trying to achieve with the website.

He provided a summary of the use of the site and the click rate achieved from the weekly newsletter and from other sources.

He highlighted need to improve the Front Page, to get the Map of NHTT area online and get the food forum up and running.

Raised question around whether we wanted to add advertising on the site it was agreed that we are not ready for this and would require further discussion.

#### **Food Forum:**

The infrastructure is now in place for the food forum. This will need moderators. Louise and Kerstin are set as moderators at the moment.

Neil suggested a forum for discussions suggesting there was potential for co group for forum. This could be a password protected forum to ensure protection around sensitive data.

Lengthy discussion followed around content and purpose of the site.

Hayley suggestion: NHTT Web Sub group meets first to discuss core questions around purpose of website etc. it is then brought back to Co Group where the proposal around the purpose is agreed by the co group.

Further discussion as to how the web can support action groups and projects should go to the Actions groups. Once a date is set for NHTT Web sub group to meet it will be advertised in the NHTT Weekly e bulletin to offer an opportunity for any interested parties to participate. It was also suggested that a web focus group might be a way of getting feedback from folk around how people are experiencing the website.

### **2. Does NHTT own our website? - Do we need any 'e' legal advice? –**

The site is registered to NHTT, hosting and domain name, Dave to feedback with confirmation of ownership. NHTT Web Sub group to talk about that as well. **AP Dave Hamilton to feedback**

### **3. Agree Minute from November & January meetings**

Agreed and seconded. It was highlighted that it was not minuted in the January 2010 minute that Hayley was going to get paid for the NHTT staffing mapping/analysis, drafting of the finance role remit and the progression of the Community Carbon Reduction Awareness Programme . Consensus was reached that we should add as a correction by way of an addendum to the minute.

### **4. Matters Arising**

All in the agenda points cover matters arising

**5. Lessons Learned Transition**

Neil provided feedback about what he learned from Transition Training which he felt was very valuable despite being involved in transition for over 2 years now. Andy thought the training had been well delivered and it was good to meet other transition groups, it also gave him a lot of confidence about how good the NHTT is at what we do.

Neil- key was realisation that Heart and Soul is not just a sub group and it should be part of everything that we do. It's to do with relating to people.

Hayley felt that at the moment the Heart & Soul side is not integrated into the organisation. H&S spirit should permeate through all groups and support the work and the people of the NHTT.

Tom- Do we need to organise an internal event to focus on that? If Heart and Soul aspect is something we need to feedback to the wider group. Should we do a workshop on something like Joanna Macy's work so that we can become conversant with the ideas?

**AP- this could go to the HS group. Hamid will carry this forward.**

**6. Current NHTT Financial Position**

**Are we still on target to meet CCF spending requirement for 2009-2010?**

Andy has sent an email of financial overview to the Co Group. NHTT are on target to meet the CCF spending requirements for 2009-2010 as the Transport Group agreed that they would be purchasing bike boxes etc. **AP Crispin to check this with Clare**

Memory Sticks and hard drive for backing up NHTT information, ink cartridges. **AP Louise to source and liaise with Andy**

**7. Payments**

Louise raised issue of making payments easier both for goods and to Sessional staff.

The terms of payments in contracts is 30 days so we need to be sure we manage people's expectations from the outset re payment as we are a CIC and have to go through CCF processes to claim any monies retrospectively. Andy is happy to head payments and help ensure that things are authorised on the same day where necessary/possible.

We are unable to get a debit or credit card from the bank due to the nature of the organisational set up so continue as is for payments for goods and services.

**8. Contracts**

**Any further guidelines re contracts required?**

This was carried over from another agenda in relation to sessional workers. Do Terms and Conditions cover smaller aspects of work? Liability and insurance should be included in the core contract template- **AP Louise email Andy and Hayley**

Crispin suggested that we may have to consider on contract by contract basis.

**9. NHTT Quarterly Membership & CIK Review**

**Review report - are we growing? If so where and through what vehicle?**

The increase in figures were due to everyone who gave an email address in the community survey and said they wanted more info have been added to NHTT Weekly e bulletin list as this is our information vehicle and notified via separate email. It was agreed that it was useful to monitor membership quarterly to see if we are growing. It was suggested that a 'how are we doing' focus group could be a way to gage feedback around how people are experiencing NHTT.

**10. Could we do with some data protection advice?**

As an example the group discussed what could be used, what cannot be used from the survey? Survey team took advice of other partners in survey re data protection. We need to make sure we are using the information legally.

**AP-Hayley to source simple guidelines around data protection.**

**11. Deadlines/Timelines**

Hayley wanted to bring into the groups awareness the need to meet deadlines and to ask that this is also encouraged within the action groups through the action group contacts - In terms of deadlines to Louise- if Louise suggests a deadline then people should try and get things done to allow for workload management.

Hayley- Timelines- this in relation to timelines in general. For example the time between the community survey being done and Smart Monitors being issued. We need to have this in mind with our community engagement. Also we need to ensure photos and footage are put on the web quickly after events.

**12. Other Statistics We Might Consider Reviewing Quarterly  
Events Attendance & Website Hits & on what**

This is maybe something the web sub group can look at.

**13. Shared Learning from Project Monitoring Workshop**

Neil, Tom and Kirsty from ARC attended a training session with Laila from the Sustainable Development Commission. Neil provided an update of how this went. It was primarily to give people the skills to evaluate their projects, where you are and what you want to achieve. At this session the focus was on the CaRB project. Neil talked through the evaluation form, this will be available for review/sharing. There will be a follow up session at the end of February. Hayley wondered if we could share this evaluation technique with the wider action groups to look at projects that are complete or near completion. It is suggested that this tool was more about evaluating as you plan and work through the projects.

**AP- Hayley to look further into project evaluation, more room for anecdotal information evidence in evaluation to help ascertain behavioural shift/impact of projects.**

**14. Photography - who owns what?**

A discussion took place re who owns what in terms of photography contracts. At the moment we have a verbal agreement with Peter that we own the images that Peter takes for us. Copyright is always with the photographer.

It was suggested that we could get people involved by asking people to take photos of events? Possibly could be quite time consuming. This was left open.

**AP-Hayley is happy draft up a contract around photography.**

#### **15. Updates re Action Groups/Projects**

- Tom provided update on CaRB and the toolkit launch events. So far they have gone well and we are building up momentum.  
A production team are coming to film the Letham event. CaRB team are going to be busy so would be good if other active NHTT people are about.
- Transport, Crispin provided an update- path development is developing slowly. We wanted to achieve small paths but clearer that strategic links might be more achievable eg Letham to Fernie. Path 183 is on track but taking time due to Cemex land sale  
Funding will depend on reaching end of scoping and consultation so may not be CCF
- Food Group Hayley updated the group that the FG is in a period of change due to an increase in membership again - trying to encourage more active members to be involved in the behind the scenes organising and we are getting a positive response. Food forum will be somewhere for people to discuss food things as the 65 folk on the distribution list can't to reply all! It was commented that there are no set rules as to how to deal with the morphing and changing of groups and it is learning as we go.

#### **16. Further Discussion re possibility of closed BoDs sessions**

Carry forward

#### **17. NHTT Staffing**

As a result of the January Co Group staffing discussion and the NHTT staffing analysis a proposal has been formulated and sent to the Co Group for consideration for an additional administrative support post which could potentially be funded by an under spend in staffing hours from 2010-2011. The proposed post would be approx 8 hours per week £7.50/hr. The core functions of the post are to provide further needed admin support to the NHTT through supporting the Support Worker role and to build more admin capacity into the organisation. This will allow work that is currently unable to be delivered to be realised within NHTT due to work capacity issues. As part of consideration was what would the added value be to NHTT especially in light of the Support Worker role, as this post would deal with more 'lower level' admin work allowing the Support Worker to focus on and be more proactive around project support work.

Hayley asked if more information was required to inform the decision process? The Support Worker had provided examples of tasks that this role could do and as a result inform the job description for that role.

Andy had done a financial analysis and we have an approx £3k unspend which we may be able to carry over.

A discussion then took place considering the following: what the role would do, what the added value to the organisation would be, issues of administration capacity, building capacity for the future should the other CCF projects bids be awarded, the pros and cons of

the post, how the Support Worker would manage the post, how the roles might communicate due to home working, and the recruitment process.

Crispin suggested that we would need to factor in recruitment costs. There is some money in legal budget but do not anticipate that recruitment costs will be an issue.

There was a discussion around whether the role should be around more adhoc support or should be on a more Sessional basis.

Louise raised issues around logistics of having an admin team re place of work, printing, liaising etc.

Consensus was reached around the principle of having another admin post and that we should move to the next stage with this.

**AP- Hayley to map out process in terms of next stages. Clear steps and then proceed with the process in consultation with Co Group and Support Worker.**

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#### 18. AOB

Mount castle quarry is due to close- Neil brought a paper to the Co Group around an idea he had about developing a Sustainable Community Business Hub, and he talked briefly through his proposal. Neil is bringing it to the Coordinating group to see if the group is happy for him to proceed. The Co Group agreed that Neil should make contact on behalf of NHTT to express an interest in being a organisation that would be keen to be part of the decision process around the what the land is used/developed for. It was generally agreed that it is good to engage with the landowner and suggest that the community are involved in the decisions re the future of the Quarry. The Co Group agreed that Neil should be non specific about what the NHTT would see that use to be at this stage, a neutral approach was best.

Hayley voiced some concerns re the -capacity of the NHTT to consider a Hub at this stage as the organisation has a lot to deliver currently and the project proposed was huge. Hayley also suggested that in order for something like that to be successful a major consultation would be required and the bulk of the community would need to support it in order for it to be financially viable.

It was generally recognised that this would be a long term project and that at the moment we would only be expressing an interest in being involved.

Consensus that we can engage in a non specific dialogue

#### AOB

Hayley- 2 Items for the Agenda for next month

- How to get more volunteers actively involved
- Community visioning

Events Group- Andy has an application form for a grant from Fife Council if events group are planning any events this year.