

**Harrow Agenda 21 Environmental Forum
Minutes of the Executive Committee Meeting
Committee Room 6, Civic Centre, Harrow
18 November 2009 7.00 pm**

Present:

Name	Ref	Role	Present
Caroline Williams	CW	Chair and Planning Group Chair	Yes
Pam Gershon	PG	Treasurer	Yes
Linda Robinson	LR	Secretary	Yes
Sarah Kersey	SK	Consumer Group Chair	Yes
Marilyn Raymond	MR	Education Group Chair	Apols
Mick Oliver	MO	Waste Management & Recycling Group Chair	Yes
Mick Campbell	MC	South Harrow & Roxeth Residents Association	Apols
Don Liversedge	DL	Harrow Humanist Society	Yes
Mary John	MJ	Harrow Association of Voluntary Service	Yes
Madan Badale	MB	Harrow Council for Racial Equality	Apols
Vina Mithani	VM	LBH Councillor, Kenton West Ward	Apols
Marilyn Ashton	MA	LBH Councillor, Stanmore Park Ward	No
Phil O'Dell	POD	LBH Councillor, Wealdstone Ward	Apols
Yogesh Teli	YT	LBH Councillor, Kenton West Ward	Yes
Jeremy Zeid	JZ	LBH Councillor, Kenton West Ward (Reserve)	Yes
Joyce Nickolay	JN	LBH Councillor, Rayners Lane Ward (Reserve)	Yes

1. Welcome and Apologies

- 1.1 Apologies for absence were noted from MB, MC, MR, POD and VM. JZ and JN were in attendance as reserves for MA and VM.

2. Agenda Review

- 2.1 As MJ needed to leave by around eight o'clock, it was decided to bring forward item 6 to follow Item 3 so that she could be sure to contribute to the discussion on the Volunteer Induction Procedure from her wide experience and Harrow Association of Voluntary Services (HAVS) perspective.

3. Chair's Report

- 3.1 CW apologised for not having been able to concentrate fully on chairing HA21 due to her ongoing study commitments. By January she would have more free time to give attention to HA21 duties. In addition, temporary problems had made it difficult for her to attend Monday sessions at the Community Premises and handover meetings with SK.

- 3.2 She explained that the amount requested in the Harrow grant application mentioned in her report (attached) was £6951, which covered mostly running costs plus a couple of projects. In response to a query from MJ, CW confirmed that nothing had been requested for HA21's allotment project as this had ceased as reported to the EC in January 2009. JN revealed that the council had received twice as many grant applications as previously, whereas pressure on finances meant the total pot would not increase. She said that an experienced new grants officer had been appointed and that, although there had been no indication about how the panel would decide on the amounts to be awarded, it was expected that HA21 would be viewed favourably as a regular applicant. CW had no hard copy of the version of the application that had been submitted.

Action Point: CW to forward the pdf file of the grant application to LR to upload to the Trustee area of the HA21 website.

- 3.3 CW asked MO to give an update on the project being developed by the council's Energy Team using the Local Area Agreement funding from the Harrow Strategic Partnership. MO reminded trustees of some ideas put forward by HA21, including external wall insulation, tackling fuel poverty and improving effective use of heating controls. JN and JZ added weight to MO's observation that heating timers could be very complex to set. While it did not specifically mention heating control timers, the Energy Team's scheme, called "Think Green", sought to deliver accredited training to 20 volunteers in giving face to face advice on energy saving, legislation and related grants. SK confirmed that Harrow Volunteer Centre had been approached to find recruits. HA21 and other local green groups such as Harrow Friends of the Earth and the Harrow University of the Third Age Sustainability Group had also been asked to seek volunteers. It was felt appropriate to advertise for volunteers in the *In Contact* newsletter. JZ stated that he was willing to volunteer, provided no Criminal Records Bureau or Independent Safeguarding Authority checks would be required. CW had agreed that HA21 would hold six monthly evaluation meetings with the project team and had asked MO to be the council's HA21 contact.

Action Point: LR to write an appeal for volunteers to go into *In Contact* and by email to organisational members.

- 3.4 With regard to the planned facilitated brainstorming session, SK suggested sending HA21's membership pack and governance documents to the intended facilitation specialists, ICA-UK.

Action Point: SK to provide the administrator with ICA-UK's contact details for relevant documents to be sent.

- 3.5 The new broadband service and the software installation on the new computer were progressing well. The "3 Mobile" broadband contract had reverted to personal use by SK, who would submit an expenses claim for the costs up to the end of September. Trustees were reminded of the new telephone number, 020 3114 6020. JZ offered an answerphone machine.

Action Point: LR to ask the administrator to contact JZ to arrange collection of answerphone machine.

6. Volunteer Induction Procedure Update

- 6.1 SK recalled the EC's rejection of a suggested Volunteer Policy in January 2008. Instead, a Members' Code of Conduct had been adopted in April 2008, followed by a Procedure for Induction of New Volunteers in November 2008. She presented two new documents (attached): a New Volunteer Induction Checklist, which expanded on the former procedure, and guidelines for Volunteer Recruitment and Management.
- 6.2 SK outlined the reasoning behind the recommended processes, including the need to encourage volunteers to spend time at the Community Premises and so keep up the required hours of use. The suggested training agreement would ensure any training paid for by HA21 was cascaded within the group. In response to queries about data protection law, she offered to provide a template used at HAVS. DL asked and was reassured about HA21's public liability insurance cover for volunteers.
- 6.3 CW felt the processes were common sense and easy, as long as they did not generate unnecessary paperwork. LR was concerned that trustees considered members to be volunteers when they had completed skills audits, although it was unlikely they would comply with the checklist and guidelines even if they attended Action Group meetings.
- 6.4 SK encouraged trustees to again consider adopting a formal volunteer policy. She said that volunteer roles should be task specific and that it should be made clear that references would be given only after a trial period, for which six months was suggested by JN. Others thought a set number of hours would be fairer.
- 6.5 Regarding the proposed structure for recruiting and managing volunteers, SK was happy to take trustee responsibility as Volunteer Co-ordinator, to include receiving details of all new members from the administrator. SK remembered that MJ and MB had previously agreed to meet new recruits as part of the induction process, and she envisaged drawing up job descriptions and using "happy forms" to monitor volunteer satisfaction and performance. The administrator, Eve, had herself expressed an interest taking charge of volunteer training. LR pointed out that Eve's capacity for such a role might be limited unless volunteers took over some of her existing duties such as newsletter editor, database manager and website updater.
- 6.6 LR sought and received clarification that the new Checklist would supersede the existing Procedure for Induction. This was agreed. The Volunteer Recruitment and Management proposals would be discussed at Monday morning sessions, amended if necessary and be brought to the next meeting for approval.

Action Points: LR to upload the new Volunteer Induction Checklist to the website and ask the administrator to pass all new members' details to SK.
CW to firm up the Volunteer Recruitment and Management process with other trustees and bring to the next meeting.

4. Treasurer's Report

- 4.1 PG reported a balance of £6631.69 in the bank. A cheque for £19.50 had been received from the Charities Trust, representing Payroll Giving from an unknown donor. It would cost £15, or £10 online, to find out who it was, but this was not thought worthwhile as it was unclear whether or not further donations were to be expected. PG handed the paperwork to CW.

Action Point: CW to find out if the Payroll Giving donation would be repeated.

- 4.2 JN asked if all the bank balance was expected to be spent by the end of the financial year. Although there were spending plans and commitments, it was not felt prudent to apportion all the budget before knowing whether or not next year's grant would be cut.

5. Secretary's Report

- 5.1 LR had advised trustees that EC meetings in 2008 had been booked for 13 January, 10 March, 12 May, 07 July, 08 September and 17 November. The AGM was scheduled for 28 July in Committee Rooms 1 and 2. JN apologised that neither she nor MA would be able to attend the January or March dates, and forewarned that new councillor representatives were likely to be appointed following the local elections in May.

- 5.2 LR had the Assets List recently updated by Eve, which showed the whereabouts of HA21 property including software, computers and other equipment. There were still some items to be added, such as paper shredder, paper cutter, hole punch and stapler. Where no location was listed, items were assumed to be in the office at the Community Premises although this needed to be made clearer in some instances. CW suggested that the list be posted on the website when completed, so that members could see what was available for use.

Action Point: LR to upload the amended Assets List to the website.

7. Action Group Reports

Waste Management and Recycling

- 7.1 Since compiling his report (attached), MO had heard that local campaign artist, Captain Colourblind, was interested in becoming involved with the Group's "What Happens to Waste?" film project.
- 7.2 Links were being formed with the Consumer Group to address issues such as nappies and food waste. Regarding used batteries, SK reported that they were being collected for recycling at leisure centres in Hillingdon.
- 7.3 JZ was interested in finding out more about the 'autoclave' waste processing facility that had been mooted in the local press and by the council for the redundant Kodak site in Wealdstone. He would let the Waste Group know when he understood more about the new technology.

Consumer

- 7.4 Although no meetings had been held as the recent date had had to be cancelled due to illness, SK planned to rearrange it and outlined the progress and plans (report attached). A new Chair was being sought, as were new active members to see through plans such as the film nights. SK envisaged inviting David Ashton to meet with members impatient to resurrect the long awaited Fair Trade Steering Group. Member Meghan Zinkewich-Peotti had volunteered to lead on campaigns around nappies and baby products.

Education

- 7.5 LR had sent a thank you letter to Rupal as promised, and received a gracious reply.
- 7.6 As mentioned in MR's report (attached), CW confirmed her plans to visit the Alexandra School at a more suitable time of year to assess the potential of its Wildlife Garden project.

Planning

- 7.7 CW's report (attached) showed that progress for the Group had stalled. JZ explained that Harrow's proposed Private Finance Initiative to replace street lighting would not go ahead due to miscalculated costings, and so the council was working on a new approach. CW also pointed out the need for investment in micro-generation.
- 7.8 LR stressed that member David Summers of Greener Harrow was expecting HA21 to submit a strong response to the current Local Development Framework Core Strategy Consultation. Without much time to devote, CW and SK wondered if HA21 could instead support a submission from Greener Harrow itself or another member group. CW would address the issue on Mondays at the Community Premises.

8. Minutes of the Last Executive Committee Meeting of 23 September

Accuracy

- 8.1 The minutes were proposed as a true record by MO and seconded by JZ.

The minutes of the last meeting were approved.

Matters Arising (if not covered above)

- 8.2 Item 3.3. MO had emailed CW about reconvening the Communications Working Group and this would be discussed during sessions at the Community Premises.
- 8.3 Item 7.1. MO attested to the success of his Heathrow Third Runway Walk on 07 November, which he would write up in *In Contact*. Although he had not noticed much general concern in Harrow about the runway plans, JN and JZ reported much opposition among councillors of all political parties.

- 8.4 Item 9.2. MO had found the council keen to promote the Duck Pond Market, the only restriction being its ban on advertising banners in certain locations. JZ suggested that many empty or closed shop premises would be willing to display posters for the market.
- 8.5 Item 9.5. Regarding the suggested Harrow School Farm project, Harrow on the Hill councillor Eileen Kinnear had advised SK she was unaware of any proposed development but was grateful to be notified. SK said that it would not involve HA21, but that the council and the school should make contact with any plans.

9. Any Other Business

- 9.1 SK had found out that a paid Local Agenda 21 officer at Richmond Council had been trying to get HA21 involved in London wide meetings he was arranging with sustainability groups including Brent Sustainability Forum and London 21 Sustainability Network.

Action Point: SK and CW to respond to Local Agenda 21 in Richmond.

- 9.2 The date for the Winter Social had been booked for 16th January at HAVS. Details would follow in the *In Contact* newsletter.

10. The meeting closed at 9.30pm

Next Meeting: Wednesday 13th January in Committee Room 5

**Harrow Agenda 21 Executive Committee Meeting
Chair's report
18th November 2009**

Progress since last EC meeting

- Submitted a grant application for 20010/11 to Harrow Council.
- LAA funding had (at very short notice) become available. I liaised with Gemma Moore from the Energy Team who put a proposal together. We have heard that the bid was successful. Ongoing HA21 contact is Mick Oliver, however the Energy Team have not returned his calls.
- Attending the Monday morning office sessions. These sessions are busy and productive. However I have been unable to attend some recent Mondays due to family illness but have been in phone contact with office.
- Continuing to install some programs and packages and data on new computer.
- Met with SK on several occasions, however not in the past 3 weeks.

Work to be done before the next EC meeting

- Continue meeting with SK.
- Computer, continue installing linked hardware (printer + external backup), programs and data.
- Update asset list.
- Facilitated brainstorming; contact facilitator

Issues

- Update asset Until January my time is still limited. I am aware that deadlines are approaching.
- Monday mornings are a useful time for communication within HA21; more people could get involved and stay for longer.
- Members/ volunteers are being identified but there is limited capacity for placement.



Volunteer Recruitment and Management

New Volunteer Roles created and needed

We have created the following:

Trustees – Planning Group and Consumer Group

Website Writer

Newsletter Editor

Debate Facilitator

Events Organiser

PR Volunteer

Suggested new volunteer roles for this year:

Consultation Volunteers – to consult the membership (via the newsletter direct via emails / website and action groups on consultation questions

Online Research Volunteers – to research items for action group chairs and for the consultation volunteer to help them contribute to consultations

Residents Association Network Administrator – to work with the planning group chair to administrator a network meeting and membership of the network and to work with Eve on database maintenance of the network membership

Member and Volunteer Training Volunteer

Structure for recruiting and managing volunteers:

Volunteer Coordination – A Trustee should take responsibility for this and should report to Chair before each EC so that an update on volunteers should be included in the Chairs report to the EC.

The Volunteer Coordinator will carry out the induction with the volunteer (along with the Chair and nominated trustees) also draw up new job descriptions with the trustee who requires a volunteer and will carry out reviews of volunteers every six months to make sure that they are happy. The Volunteer Coordinator will liaise with the Harrow Volunteer Centre to update new and existing roles.

Why is this needed?

Trustees should be aware of the activity of volunteers as outside of the action groups these volunteers are carrying out much of the activity of HA21. Volunteers can support the development and work of the action groups and the development of the organisation.

Volunteer Training

When training publicity is sent to trustees from other networks this should be sent to the Volunteer Training volunteer (Eve has expressed interest in this role). Who will compare the training to the skills audit and make contact directly with those volunteers who may have identified needs. This volunteer will also organise training sharing sessions where volunteers who have attended training share what they have learnt so that there is a dissemination of skills and knowledge through the group.

The Trustee who is responsible for Volunteer Coordination would work along side the Volunteer Training volunteer



New Volunteer Induction Checklist

Application Process

- Confirm membership form filled Y / N
Given when applied for post
- Skill's audit completed Y / N
Given when applying
- CRB check completed Y / N
If the role required it. Given when applying

Introductions

- Who's Who in HA21? Y / N
Organisation chart & Who's Who from Membership Pack / website
- LA21 background and where the LA21 process is now Y / N
Research and information – handout / website links
- Does the volunteer understand Sustainable Development Y / N
Explanation & references for further reading
- HA21 History Y / N
1997 Action Plan to present day - summary / case studies from action groups
- Interaction and links with other organisations Y / N
About our organisational members and website links emailed
- Explain why volunteers are needed Y / N
LA21 principles – local action by local people & volunteer based group
- Role of volunteer and agreed Y / N
JD written up by Trustee covering time commitment/location/support /supervision/trial period
- Meet the Trustees Y / N
Chair, Trustees who have nominated themselves & Action Group Chairs if necessary
- 'In Contact' Newsletters Y / N
Latest copy email to volunteer
- Immediate training to develop their role required and agreed Y / N

Policies and Procedure

- Data Protection Agreement Y / N
Given to the volunteer and signed
- Code of Conduct Y / N
For reference located on the wall in the office
- Communication Policy Y / N
Emailed to volunteer

- Training Agreement Y / N
Do we need to create a training agreement which makes it clear to the volunteer that any training they go on needs to be cascaded through the group?

- Volunteer Policy? Y / N
Do we need to develop one and give this to the volunteer? Would include Opportunities to attend conferences/lectures/events/references/training/support/supervision

**Harrow Agenda 21 Executive Committee Meeting
Education Group Report
18th November 2009**

Progress since last EC meeting

- Newsletter: Our congratulations to Rupal who is engaged unfortunately this and work is taking up more of her time. At present she is unable to compose & edit the Newsletter. My thanks for all the effort & time she has put in during the past. At short notice I was able to draw up a double sheet on the format of In Contact, this I sent out as e-mail. This may well be the reason for the poor take up of our Autumn Events (see below)
- Autumn Event: Thursday 8th Oct, A visit to the Earth Project: Extremely disappointing only one member & myself attended, he found it useful & of value. Sarah Fahy, who was off site, had made a point of returning to support us.
- Late Autumn Meeting: Thursday 19th November - A sharing ideas event at Pinner Wood school, courtesy of Beverley. This to include a PowerPoint presentation from West London Composting. So far Beverley & I have had no responses of take up. Have notified Committee that we shall use the time, after viewing the PowerPoint to plan for the New Year.
- Anne Swain Award to Pinner Wood School.
- Visit to Alexandra Special School followed by discussion with Caroline re the HA21 award to the school.

Work to be done before the next EC meeting

- January Edition of Newsletter
- Caroline to visit & feedback to Nick White re his request for funds for Alexandra School

Issues

As before

- Funding for Lunch/Afternoon Clubs/ environmental areas

Marilyn Raymond

**Harrow Agenda 21 Executive Committee Meeting
Waste Management & Recycling Group Report
18th November 2009**

Progress since last EC meeting

- Articles in Newsletter on rubber bands, flower pots and Waste Watchers holiday clubs.
- Draft project brief prepared for “What happens to Waste”, and Harrow Cine & Video Soc attended meeting.
- Detailed instructions prepared for Time Capsule project.
- Bins ordered for Chuck Out Challenge.
- Info on disposable compostable nappies and recycled paper toilet rolls passed to Consumer Group.

Work to be done before the next EC meeting

- Develop project brief for “What happens to Waste?” and investigate other possible partners.
- New look at possible visits for group (retained from Sept. meeting).
- Chair to attend Realliance conf “Revaluing Resources” December 1-2.
- Proposed autoclave installation to be investigated.

Issues

- Group to continue to monitor take-back schemes by suppliers/ retailers for batteries and flower pots – possible article on batteries.
- Food waste – possible cooperation with Consumer Group.

MSO 06 November 09

**Harrow Agenda 21 Executive Committee Meeting
Consumer Action Group
18th November 2009**

Progress since last EC meeting

- Ongoing planning with CARRAMEA to hold another sustainable food event. Hoping to be held during Fair Trade Fortnight 2010.
- Planning a series of Cinema nights for 2010.
- We will be holding an activity for Buy Nothing Day. Advertising for Zombie Shoppers (volunteers) via the Volunteer Centre / do-it.org.uk
- Canvassing new members to join meetings.
- Recruited a volunteer who will be reviewing green baby products and services for the newsletter and website.
- Updated the HA21 website Consumer Group pages.

Work to be done before the next EC meeting

- Create publicity of Consumer Group and continue to canvass new members.
- Need to update further the Consumer Group website pages.
- Further lobbying needed to encourage Harrow Council Fair Trade Town steering group to include local groups.

Issues

- Need a new Chair for the Consumer Group – time commitment is limiting my ability to effectively progress the group and this will become more difficult in 2010.

Harrow Agenda 21 Executive Committee Meeting

Planning Group

18th November 2009

Progress since last EC meeting

- None

Work to be done before the next EC meeting

- Planning group meeting needs to be held.
- Meeting on who has responsibilities for the various planning issues; National, Councils, etc needs to be organised.

Issues

- My time (which was already limited) for chairing the planning group has reduced further until January.