

Community Board Meeting
9 June 2021, 5 pm, Google Meet

<p>Attendance:</p> <p style="padding-left: 40px;">Community Board Members: 10 members Chair: present RBK: Clerk/Officer present</p> <p>Apologies: 1 member</p>	
1.	<p>Welcome — the Chair thanked members for their cooperation in postponing this meeting in respect of the funeral of a food pantry volunteer. Aim of the meeting is to finish reviewing the constitution from section 13 and review new additions. The Chair reminded members that the constitution would be reviewed periodically as outlined in the constitution.</p>
2.	<p>Constitution</p> <p>Section 13 — role of Chair</p> <ul style="list-style-type: none"> a. Some members proposed that the board be involved in approving an independent Chair, following a discussion it was agreed that the Community Board would be given the opportunity to formally agree to the appointed postholder in the future (change reflected in clause 6.1) b. No further comments section agreed <p>Section 14 — contacting CB</p> <ul style="list-style-type: none"> c. It was confirmed that 14.2 refers to CRE residents and replace 'estate residents' with 'CRE residents' for clarity d. This section does not pertain to emails among CB board members, which will be covered in AOB (below) e. No further comments,, section agreed <p>Section 15 — conduct</p> <ul style="list-style-type: none"> f. Add clarity to 15.5 that this relates to CB related activities and not other/independent organisations as membership of other groups and organisations would have their own constitution and terms of reference g. It was confirmed that the Chair would decide on conduct matters as outlined in the code of conduct annexe h. A glossary was proposed and members will inform the Clerk of any terminology that requires explanation i. No further comments, section agreed <p>Section 16 — expenses</p> <ul style="list-style-type: none"> j. Change 'childcare' to 'caring' expenses k. A question was raised about the budget to support the Community Board (expenses etc.). As this is not part of the constitution and needs to be considered by the LLP, it was agreed that this can be an agenda item for a future meeting l. No further comments, section agreed

	<p>Section 17</p> <p>m. No comments, section agreed</p> <p>Section 18</p> <p>n. Typo change 'it's' to 'its'</p> <p>o. There was a discussion about reviewing the constitution and it was confirmed that the constitution will have a review date every two years and that the process is outlined in 18.2</p> <p>p. It was also confirmed that changes may take place before the next review if there are changes that are required to enable the board to function or to reflect policy/legal changes</p> <p>q. No further comments, section agreed</p> <p>Equal Opportunities statement</p> <p>r. No comments, section agreed</p> <p>Confidentiality Annexe</p> <p>s. There was a discussion on the second bullet point and it was confirmed that it was a requirement for all community board members to have a personal email address for community board communications. There are many providers for free email accounts and support can be provided to members to set up a new account if required.</p> <p>t. There was also a discussion on reasonable adjustments and if a member needed support to enable them to participate then a request for reasonable adjustment can be made to the Clerk or Chair and will be considered by the Chair in the first instance, and where required, this will be reviewed by RBK officer(s) in the relevant team.</p> <p>Code of Conduct</p> <p>u. Clarity added to the scope of the conduct to make it clear in the second paragraph that 'online engagement' refers to other projects and not Community Board activities</p> <p>v. No further comments section agreed</p> <p>Review clause 5.1 to 5.6</p> <p>w. Amends agreed</p> <p>Review clause 9.2</p> <p>x. Amends agreed</p> <p>Review clause 5.8</p> <p>y. There was a discussion about the intention of this clause and it was agreed that this would only be for serious breaches. Additional wording was agreed for the clause for clarity and 'serious', 'written warning' and 'may be suspended' were added</p> <p>z. The new paragraph was read out and agreed</p>
3.	<p>Email and etiquette</p> <p>a. The Chair confirmed that all members had now formally sent their agreement to share email addresses among board members</p> <p>b. The Chair outlined some email etiquette for members to note:</p>

	<ul style="list-style-type: none"> i. Permission has been provided to share email addresses among CB members only and is not for further dissemination ii. Email addresses have been shared to enable Community Board business to take place iii. It is expected that the majority of Community Board business takes place within meetings iv. Members should be considerate of the use and frequency of emails, especially as some members are volunteers v. If any member has a concern or issue or would like to discuss the use of emails and communications among members then they can contact the Chair directly <p>c. No further comments or questions, etiquette agreed</p>
6.	<p>AOB:</p> <ul style="list-style-type: none"> a. A member noted the significant work that has taken place to draft this constitution and thanked all the members for their contributions to its development. b. If in reviewing the constitution there are terms that members feel need clarification, please, send the terms and clause to the Clerk. Where possible these will be dealt with within the constitution so that it is an accessible document
7.	<p>Next Meeting: 30 June 2021 at 6 pm, Google Meet</p>