

Capability North East 2018: 1st trustee meeting

Date January 9th 2018 **Start time** 15:00 **Finish time** 16:30

Location Salvus House, Aykley Heads, Durham, DH1 5TS

Attendees

Paul Black – Capability North East Trustee	Kate Welch – Capability North East Trustee	Ian Brown – Capability North East Trustee
Claire Thompson - NEENP		

Apologies

None		
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Agenda

Item	Description	Owner	Time	Papers/ docs
1	Welcome and introductions	Paul Black	5 mins	No
2	Transition work <ul style="list-style-type: none"> Update on company status Appointment of additional directors Charity Constitution Appointment of additional trustees First AGM Policy review –financial and banking Branding Investors in the Environment 		70 mins	
7	AOB		10 mins	
8	Next meeting and 2018 dates Close meeting	Paul Black	5 mins	

	Actions	Progress
1	Create Gantt chart detailing actions	Complete
2	Capability North East website and email	On going
3	IT plan, costs and transfer	On going
4	Capability North East - Certificate of incorporation – IN01 application form	Complete
5	Capability North East - Articles and associations	Complete
6	Create HR policies for CNE <ul style="list-style-type: none"> Governance and structure Employee Expenses Use of technology Out of office working Travel and meetings Financial <ul style="list-style-type: none"> Financial controls Reporting and audit requirements 	Complete

	<p>Company and benefits Ethics and conduct Sustainability, environmental and social value Customer quality Misconduct Non discrimination Health and safety in workplace Anti slavery NEENP secretariat Performance reporting Set of charity to do and don'ts Risk register Clean routine – reporting structures in agenda</p>	<p>To do To do To do</p>
7	Set up bank account	Waiting acceptance
8	Refine Dashboard and use as reporting document	Done
9	Pension requirements	On going
10	TUPE process	On going
11	Communications strategy	On going
12	Refresh business plan	On going
13	Staffing requirements	Done
14	Other funding to support transition and initial activities	To do
15	Green tie planning	To do
16	Landowner engagement strategy	On going
17	Environment forum – membership / run workshops – establish in 2018	To do