



**ONGO COMMUNITIES LTD (08619739)**

**Held on Tuesday 29 October 2019 at 4.30pm  
Ongo House, High Street, Scunthorpe**

**MINUTES**

**Attendance:**

**Board:** James Main (Chair), Avril Bairstow, Kevin Yorath

**Staff:** Kevin Hornsby, Jan Williams, Fiona Ruddick, Steve Hepworth, Ashley Harrison, Kerry Copson

**Absent:** Paul Elliot

The Chair confirmed the meeting was quorate as two trustees were present in line with article 12.2.

**1. Declarations of Interest**

James Main and Jan Williams declared a conflict of interest as Ongo Recruitment board members. These were classed as category D interests.

**2. Minutes and Matters Arising**

The minutes of the meetings held on 6 June 2019 and 4 September 2019 were both agreed as a true record and signed by the Chair.

**3. Action List**

All actions are complete.

**4. Management Accounts**

*Summary: To advise the Board on the financial performance of the company for the year to date position of Ongo Communities for the period ending 30<sup>th</sup> September 2019 with the management accounts appended to this report as appendix 1. The continuous monitoring of the financial position and the application of financial controls are essential to maintaining good governance.*

Discussion points/questions:

- The Chair questioned the amount of surplus that was forecast at the end of the financial year. He felt the work this company does should not see too much of a surplus. This view was shared by another board member.
- Jan Williams expected there would not be a large amount of surplus at the end of the financial year - there is a potential loss of £80k from one of the funding streams and a potential to employ a more general job coach which would reduce the projected surplus.
- Steve Hepworth stated a considered decision should be taken around this – there are some commercial risks within Ongo Communities. Part of the forecast surplus is coming from Ongo Recruitment which is a business being run for profit so this needs to be taken into account.

- As part of the work with the external auditors this last financial year, they suggested it would be appropriate to have a formal surplus policy within Ongo Communities so this would be looked at.
- The Arcafe forecast income was previously reduced by the board as it was felt too ambitious – it is still not achieving this lower level. The cafe is an integral part of our service to Westcliff.
- A member asked what the £45k owed by the NHS related to. A large part of that will be for interpreters and translators. Conversations around credit control have already taken place internally with staff and Ashley Harrison undertook to follow up on those and ensure officers focus on credit control was in the right area. **Action 14/19.**
- There are individual named people on the accounts. These are debtors of the organisation and the board have asked for information to be provided on debtors. A member asked for confirmation that including an individual's name in this way was in line with GDPR. **Action 15/19**

**Agreed:** Board members approved the content of the report.

## 5. Health and Safety

*Summary: To provide the Board with information on Health and Safety within Ongo Communities, allowing scrutiny and challenge. The information helps to provide assurance that Health and Safety is being effectively managed.*

Discussion points/questions:

- Jan Williams gave an overview of the three incidents that had been recorded for Ongo Communities.
- Marie Riggall is developing a risk assessment course. The way these are being dealt with is being changed
- A member asked if the next phase of information to be included in these reports was injury frequency rate, near misses etc shown in tabular form.

**Agreed:** Board reviewed the information.

## 6. Community Investment End of Year and Progress

*Summary: To provide an update to Ongo Communities Board on the activities undertaken and actions delivered, by Ongo Communities during the first six months of 2019/20 on each of the goals set out in its Community Strategy and to inform the board of the activities planned to deliver the new Corporate Plan, specifically focussing on 'Creating Opportunities'.*

Discussion points/questions:

- A member asked if there was a formal arrangement with North Lindsey College around the relationships with them and Ongo and wondered if there were any commercial risks by any of the activities that are jointly undertaken together. This will be looked at to establish if there are any risks. **Action 16/19**
- A number of successful events have been run by The Arc over the summer. The family activities have proved popular.
- The Post Office won an award for the amount of travel related products it had sold across the Humber region. The board felt this was something to be recognised.

- There is a query with an ESIF project who are questioning the separation of payments to this project. There is a workaround if needed but until they are satisfied with our explanation, the grant funding has not been paid.

**Agreed:** Board members agreed the report showed positive progress and satisfactory outcomes against targets and in line with the Community Investment strategy.

**7. Ongo Recruitment Business Overview**

*Summary: To provide the Board with information on business activity.*

Discussion points/questions:

- The debt to Ongo Recruitment from Ongo Commercial was discussed. The board asked that a payment plan be considered. It does need to be considered that whilst progress has been made in these companies, any request by this board does not detriment this initial progress or impact on cash flow and business sustainability. This was highlighted by the CEO, with particular reference to the fact that Ongo Recruitment is not currently constrained by cash position. Ashley Harrison asked the question whether this company wished to consider satisfying its debts with other companies within the organisation. Ashley believes that the overall inter-company position and the most appropriate resolution of issues should be considered by all boards.  
Report to be produced for consideration by effected Boards. **Action 17/19**
- The Chair acknowledged the turnaround in the work that has happened within Ongo Recruitment and thanked the staff for their hard work.

**Agreed:** Board considered the report and commented on business activities.

**8. Attendance Register**

The attendance register was noted.

**9. Other Business**

The Chair explained this would be the last board meeting in the current format – all current board members will remain until 31 December 2019. The minutes for this meeting would be circulated and agreed via email. If any urgent business arose, it may be necessary to call a board meeting. The Chair thanked everybody, staff and board members, for all their work and support to Ongo in the past and wished everyone the best in the future.

With no further business the meeting closed at 5.51pm

Signed by Chair: ..... Date:.....