# **Minutes of the CCDG Board, June 17, 2021**

**Present:**    
Taslima Begum   
Erica Cassin   
Neil Coughlan  
Sam Evans  
Dave Hagendyk   
Liz Harris   
Sue Maguire  
Dave Matthews  
Sue Price   
Iwan Prys-Jones   
Emma Richards   
Tony Smith  
Richard Thomas  
Helen White   
Debra Williams (Chair)  
Annesley Wright   
**In Attendance:**  
Phil Jones, Princes Trust  
Richard Wall - Careers Wales – item 7  
 **From Careers Wales:**Nikki Lawrence  
Ruth Ryder  
**Apologies:**  
Simon Dancey  
Shirley Rogers  
  
**Secretariat:**   
Claire Childs

## Minutes of the Previous Meeting – March 3, 2021

The minutes of the previous meeting were approved.

Actions to take forward:

* Think Tank away day to be organised.
* The Board Members page on the website to be updated.

## Chair’s Update

Board members received a verbal update from the Chair. The chair announced it was AW and IPJ last meeting and welcomed DM, HW and NC to their first meeting explaining Andrew Clark would be joining the Board in August.

The new members introduced themselves.

The chair informed the board of two new co-opted member appointments,

Mary Van Den Heuvel and Ceri Noble would be joining the next Board meeting.

A request had been received on behalf of the new Minister, Vaughan Gething, to visit a Careers Centre as part of the launch of the Young Persons Guarantee Programme.   
  
The Chair expressed gratitude to the previous Minister, Ken Skates, who had been a great advocate for Careers Wales.   
  
A review of committee structures, responsibilities and champion roles is to take place, individual meetings to be set up to discuss with board members.

The term of office of the Chair was due to end next year, an advertisement for appointment would be circulated shortly.

## Phil Jones (PJ) – Princes Trust

PJ joined the meeting to provide an overview of the Princes Trust and services provided throughout the UK.

Copies of the presentation to be circulated

Questions were invited from Board members. Points discussed were:

* Barriers to introducing the Mosaic programme in Wales. PJ clarified steps taken to address the barriers.
* The pros and cons of the blended service developed during the pandemic.
* The inconsistencies in funding in the different countries in the UK.

TB to send details of links to a charity in Newport/Cardiff area.

The Board thanked PJ for a very informative presentation and PJ left the meeting**.**

## Cyber Security Awareness Training – Richard Wall (RW)

RW joined the meeting to present the Cyber Security Awareness Training.

A copy of the presentation to be circulated along with RW contact details.

The Board thanked RW for a comprehensive session and he left the meeting

## Year End Accounts

Board members received an overview of the Year End Accounts that had previously been presented and scrutinised by the Finance, Audit and Risk Committee.

Minor adjustments of up to £4k were noted since the Committee Meeting.

The board discussed the going concern statement that had been considered at length with the auditors at the Finance, Audit and Risk Committee.

Board members thanked the team for a robust financial performance during a turbulent year during the pandemic.

The Board delegated authority for the chair to sign the accounts in the absence of the chair of the Finance, Audit and Risk Committee.

The paragraph, page 9 ‘Policy in respect of disabled persons’ to be redrafted to reflect equality, diversity and inclusion.

A bond letter was discussed in Finance, Audit and Risk Committee but this is not something WG Ministers would provide for CW. A detailed report on the going concern of CW is now produced as part of the year end processes.

## Chief Executive Report

The CE expressed thanks to AW and IPJ for their support to Careers.

The CE thanked NC for recent support on a recruitment matter.

The CE presented the Chief Executive report for June 2021.

Board members discussed representation at RSP Meetings. The CE to take forward a suggestion of a Board representative. Board members suggested a sub group to focus on links to HR.

Following a question, the CE confirmed as a result of the closing down of Activate services, communications with WLGA was taking place to ensure partnership working and non duplication of services.

Following a question, the CE confirmed a meeting had been arranged with Huw Morris to raise awareness of Careers Wales services.

Following a question, the CE confirmed an update on the development of the young person Committee would be available at the next meeting.

## Committee Meetings

### 7.1 Finance, Audit and Risk Committee

IPJ presented the business from the Finance, Audit and Risk Committee meetings 22nd March and 3rd June 2021.

The committee received 6 audit reports, 5 of which had a substantial rating. The remaining report, Welsh Language was included in the papers for the Board meeting for discussion. Recommendations from the audit included actions from Board members, to be discussed at a future date.

The Chair thanked IPJ for the update and for chairing the Committee meetings and supporting the Company.

### 7.2 People Matters Committee

LH presented the business from the People Matters Committee on 13th May 2021.

Committee members welcomed ideas from Board members on how to increase diversity.

There were no questions.

### 7.3 Performance and Impact Committee

SM presented the business from the Performance and Impact Committee Meeting on 27th April 2021.

The Digital plan to be presented at a future Board Meeting.

## Any Other Business

Minister Questions: Welsh Government (WG) providing responses for recent Careers Wales queries at the Senedd.

IPJ and AW reflected on their time at Careers Wales and wished the Company well for the future.