

REPORT FOR THE NATIONAL EXECUTIVE MEETING HELD 19TH/20TH JULY 2003 AT THE HEAD OFFICE, NEWENT, GLOS

Taking Control

This event will take place at Alsager campus, Manchester Metropolitan University, Halsall Road, Alsager, Stoke on the 6th / 7th September. Topics to be covered include assertiveness, time management, planning, presentation skills, communication, leadership skills, problem solving, team working and event safety.

A barn dance will be held in the evening and is open to all members. Tickets cost £4 and will be available on the door of Brandies Bar.

Health & Safety at events

Francis Wallington, National Training Officer, prepared the following:

When organising events on any scale for members and the public, such as prospective members, we have to meet current legislation for health and safety. We have to ensure that our liability is adequately protected through public liability insurance.

Documenting the planning process and completing the risk assessment forms can achieve this. Risk Assessment documentation needs to be completed and returned to the Administrative Officer at HQ at least a month in advance of the event.

There are several sources of information available such as the HSE website www.hse.gov.uk. The HSE publish a book called the Event Safety Guide, which can be bought from HSE Books or borrowed from your local library.

If a person is injured, requires medical treatment and / or because of that, is unable to work for more than seventy-two hours as a consequence of participating in an event organised by Plus members, then this incident is reportable to the HSE.

A good practice would be for the organising team to prepare statements of the events leading to the incident and invite the Area Chairman to collate the information. Maintaining a log of incidents and occurrences at large scale activities would also satisfy this requirement. Even better practice is to encourage participants and organisers to spot hazards, report, take corrective action and prevent accidents.

The National Federation of 18 Plus is activities based social organisation that enables people to gain new experiences through participation. We do not seek to curtail the participation of the membership and public, but by adopting good practice now prevent the conditions that would limit what we do.

Francis Wallington, National Training Officer, has prepared a training package with supporting information on event safety. He and Gerry Edwards are willing to offer advice and support to those members planning events. Please contact through email via the National Website and National Directory.

Working Party

Clive Bryant was elected Chairman of the new working party. The party will look at the Federation as a whole, decide why we want to change and ascertain our target audience.

The Working Party will be made up of a maximum of twelve people, drawn from every Area and from as wide an age range as possible. The NEC and National Chairman will nominate people for the Working Party. If anyone is interested in volunteering they should contact their Area Chairman.

If you would like more information before volunteering, please contact Clive Bryant on 0208 595 7740.

Elections

Martin Berry, Midland Area Chairman was elected as Deputy National Chairman. Gerry Edwards was elected as National Executive Officer. Adrian Barnard agreed to act as the NEC Onelist Liaison Officer.

Vacant Posts

The following posts remain unfilled:

National Development Officer, National Activities Officer, National External Public Relations Officer, National Executive Officers (2), ANC Chairman and Springtime Holiday Co-ordinator.

Anyone interested in standing for the above positions should in the first instance contact their Area Chairman. Election of the National Executive Officers, ANC Chairman and Springtime Holiday Co-ordinator will take place at the October NEC meeting on the 11th / 12th. The remaining positions will be elected at the ANC in 2004 but persons wishing to stand can be co-opted by the NEC in the meantime.

FleXtel

Andy Cole, London & South East Area Chairman advised the NEC that he had set up an 0870 number for potential new members to contact him. He pointed out that by having such a number, PNM's were able to speak to him direct.

The telephone number can be linked to a particular committee member and is easily transferable meaning that the calls can be diverted to another member if the membership secretary is on holiday. Similarly, when a new membership secretary is elected, the number can be directed to them.

Benefits of having such a number include not having to change contact details on posters and advertising material each time a new committee is elected and improving the image of your Group by ensuring that the right person answers the call from potential new members,

You can set up an 0870 telephone number by visiting www.flextel.com. It is free of charge and unless you choose to be ex directory, you can also have free entries in Yellow Pages and the telephone directory.