

## BASE Annual General Meeting 2021

Venue: Zoom

Date: 2:00pm, 4<sup>th</sup> November 2021



### Minutes

Members present:

Aldingbourne Trust	North Northamptonshire CC
Blueberry Academy	Oldfields Consultancy (Assoc)
East Sussex Council	PRS Inclusion Services
Forwards DC	Shaw Trust
Freeways	Swindon Council
Halton MBC	Talkback UK
Kier	Tameside MBC
Kirkless Council	The Education People
Let's Talk Disability (Assoc)	Trade Right International
Liz Mellor (Assoc)	United Response
Melling TC (Assoc)	Ways into Work
National Autistic Society	Gillian Parker (Observer)
New Directions Rugby	Alistair Kerr (Observer)
North Lanarkshire Council	Rachel Jones (Observer)

#### 1) Apologies for Absence

Robert Elston – Status Employment  
Petra Kennedy – MITB  
Dean Atkinson – Coventry City Council  
Julia Pascoe – Aldingbourne Trust  
Francesca Prior – Southampton City Council

#### 2) Approval of Minutes from AGM 25<sup>th</sup> November 2020

Proposed: David Stenning (Kent Supported Employment Service, The Education People), Seconded: Leo Capella (National Autistic Society).  
Approved by the majority members present, 2 abstentions

#### 3) To approve the Chair's Report for 2020-2021

Proposed: Matt Britt (Freeways), Seconded: Rachel Benson (Aldingbourne Trust),  
Approved by all members present

#### 4) To approve the Treasurer's report for 2020 - 2021

Nominated: Leo Capella (National Autistic Society), Seconded: Matt Britt (Freeways)  
Approved by all members present.  
HD also took this opportunity to thank Matt Wood and Gill Haran for their upcoming fundraising Arctic Challenge in 2022, where they are raising funds for BASE.

#### 5) Motion 1 - To approve the National Executive's nominations for the national officer posts

a) Chair - Julia Green  
b) Vice Chair – Matt Britt  
c) Treasurer – Robert Elston  
All 3 were nominated by BASE NEC and seconded by Mel Walls (Shaw Trust)  
Approved by all members present.

#### Motion 2: Increase to membership fees.

The NEC is recommending an increase to membership fees from 1 April 2022 to reflect inflation over recent years. We passed a resolution at our 2014 AGM to increase subscriptions in line with inflation but membership rates have not been increased for 7 years. Increasing membership rates for small and standard

members as suggested would be a 4.1% and 6.7% increase respectively. The additional income to BASE would be around £3400. It is recommended that regional and national rates remain the same for now as we don't have that many members within those categories and membership rates are already significantly differentiated from standard membership. It is recommended that associate rates remain unchanged at £110+vat. Recommended increase to fees as follows:

- Standard full membership fees to increase from £300+vat to £320+vat pa.
- Small agency full membership fees to increase from £120+vat to £125+vat pa

Proposed: BASE NEC, Seconded: Chris Taylor (Talkback UK),

Approved by all members present.

## 6) Presentations:

Prior to presentations, Huw Davies (CEO of BASE) informed all that he is retiring in May 2022. Julia Green (Chair of BASE) expressed thanks and appreciation on behalf of BASE and members and advised of the succession planning that is taking place. BASE have decided that there needs to be two roles within BASE and Inclusive Trading CIC: a new CEO (to be advertised in the future) and an Operations Manager (live vacancy). Julia gave an overview of the Operations Manager position and advised closing date is 22<sup>nd</sup> November. Julia advised if anyone would like to discuss either position contact either herself or Huw.

### • Dr Mark Kilsby Research Fund (Huw Davies)

Huw Davies launched the Dr Mark Kilsby Research Fund and the rationale behind this research fund. BASE reserves now allow us to invest in the sector and established the Dr Mark Kilsby Research Fund. Though BASE have tried to keep the application process simple we have a duty to protect funds. There is £100,000 funding pot but the limit on an application is £15k. BASE will happily consider joint funding applications. For further information: [www.base-uk.org/research](http://www.base-uk.org/research)

### • Funded training places and current training activity (Nerise Oldfield-Thompson & Kathy Melling)

Kathy Melling provided an update on current training and what we have achieved and plans going forward:

- With over 500 people have registered with L3 Certificate for Supported Employment Certificate.
- Adapted Delivery to meet needs – throughout COVID we have adapted to using ZOOM and Teams to provide training across the UK. The online training has received exceedingly positive feedback.
- In 2020/2021 delivered 8 Supported Employment Techniques courses. Also available for learners who have completed non-accredited Supported Employment Techniques training converting this to accredited L3 Certificate for Supported Employment Practitioners.
- In 2021/2022, planned or already delivered:
  - 7x Supported Employment Techniques courses
  - 9 bespoke courses
  - 2x Mental Health First Aid Courses
  - Disability awareness workshops
- Impact of training – Very positive and overwhelming seeing the impact BASE/Inclusive Trading CIC training is having on the supported employment sector from new to well established supported employment services; how schools and colleges have used the training to develop their study programmes and in general, how people link in with others share information and network together to help them develop and improve their services.
- Subsidised Certificate Places - We recognise that the costs associated with enrolling for L3 Certificate for Supported Employment Practitioners are not always affordable for small voluntary sector organisations and so we have decided to heavily subsidise up to 6 places annually. Employing organisations will just need to pay the course registration fee (currently £116.50). Applications will be accepted from eligible organisations from 1<sup>st</sup> April annually. Eligibility – Be a current BASE member, have a turnover <£350k, have legal status and not be part of a larger company or in the public sector. For further information: [www.base-uk.org/funded-training](http://www.base-uk.org/funded-training)
- Looking for more Assessors/deliverers – We understand that as our demand for training grows we also require more Assessors and deliverers across our activities. For further information contact Huw Davies.
- Conference – Associates will be in attendance at the conference and would welcome discussions about workforce development and training opportunities, look out for the BASE stand.

- **SEQF relaunch (David Stenning)**

David Stenning presented the Supported Employment Quality Framework relaunch, with the rationale behind having the framework: A tried and tested framework for assessing model fidelity; likely to be used in the DWP Trailblazer; commissioners, employers and jobseekers need an indication of quality; the need for a robust kite mark. David talked of his own experience of going through the process and the positive impact it has had not only on the service they deliver but also on the team. As part of the relaunch, BASE have revised the Terms and Conditions for kite mark use and there is a requirement that organisations completed an annual self-assessment and action plan. For further information about SEQF [www.base-uk.org/model-fidelity](http://www.base-uk.org/model-fidelity), also workshop at the conference and BASE stand.

## **7) Members' Forum – questions to the NEC**

HD advised that EUSE are holding a conference in May 2022 and currently looking for abstracts for potential workshops. Information at [www.euse2022.org](http://www.euse2022.org)

Chris Taylor (Talkback UK) asked if any other members had any issues with employers who have achieved Disability Confident but not actively supporting supported employment. Other members spoke of their experience and how they link in with these employers and provide advice, guidance and support to them as part of the supported employment process. Also, that there is a disability confident employer database that people use to link in with potential employers for supported employment. Other issues with disability confident are a lack of monitoring and reviewing Disability Confident employers.

Leo Capella (National Autistic Society) asked the NEC what BASE are proactively doing around autism. Huw Davies responded that the NEC are active members of various advisory and steering groups within a range of provision to promote supported employment, including autism. Huw advised that there is a growing consensus across different lobby groups on what needs to change and that they are coming up with the same message, which will have support as a collective a stronger voice across the sector.

Leo Capella (National Autistic Society) also asked how BASE works closely with disability-led groups. Huw responded on behalf of BASE and said that BASE links in with the Parents/Carers Forum but needs to do more with disability-led groups in the future.

Meeting closed at 3:15 pm