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**Extraordinary Meeting (EM) of a Sub Group of BHAF Committee**

*29.11.2018 meeting start 6.30pm*

This meeting was called to discuss serious issues which have arisen in the first site rep election processes for which BHAF has taken responsibility. This is the first time the election process has actually attracted nominations other than current site reps. There have been significant flaws in the process and its implementation that need to be addressed urgently.

Attended by;
Mark Carroll,
Allan Brown,
Hannes Froelich,
Simon Powell,
Jane Griffin,
Josephina Salamone,
Hilary Standing

These seven members of the Committee felt that the agreed election process had not been followed, that requested feedback about the process had not been given and that a number of actions had been taken without consultation. These had created confusion at sites where the process had been initiated. Attempts at the previous Committee meeting to address these issues with the individuals concerned had failed to provide answers or assurances and the process had become deadlocked.

**Site Rep Election Monitor**

It was accepted that the problems that had arisen with the role of election monitor were possibly due to the fact that the monitor role had not been defined clearly enough and that this had resulted in a conflict of interest in the relationship between the monitor, site reps and nominees. There needs to be a clear separation between Committee roles concerned with site rep liaison and the role of election monitor to ensure that elections are free from any influences that can unwittingly occur where committee members have built relationships with specific sites and reps. It was acknowledged that it is difficult for these roles to be combined.

There is now an urgent need for the election process and its monitoring to be clarified. The rest of the Committee felt that the role of the election monitor needs to be revisited and redefined. The election process also needs to be clearly agreed with the Council, as the other key partner in the process.

The EM passed a vote of no confidence in the election process and role of site rep election monitor. It was proposed by MC and seconded by HF to;

*1. Suspend site rep election monitor role and the election process until the election monitor role and election process is clearly defined.*

The vote was unanimous in suspending the role of site rep election monitor.

The Chairman wants to thank Richard for the time he has spent on the role.

**BHAF Secretary**BHAF had been unable to find someone willing to take on the role of Secretary at this year’s AGM. Jane Griffin and Maureen Winder had agreed to share the responsibility of taking minutes, but the secretary’s role had not been properly filled. It was agreed that in the light of changing circumstances this was no longer satisfactory. There had also been some issues regarding failure to amend minutes, and some errors which were possibly due, on occasion, to the amount of time taken to produce the minutes.

It was agreed to abolish the roles of joint minute’s secretaries and to elect a single secretary to the committee who would be acting secretary until the AGM. The role will include making sure minutes are taken, amended and shared promptly, making sure that communications are promptly managed, and to reflect and advise on whether BHAF is following due process and working in a way which is consistent with the strategy.

*2. Election of Secretary.*

 HS proposed Simon Powell, this was seconded by JG.

The vote was unanimous in favour.

Simon Powell is now acting BHAF Secretary

The Chairman wishes to thank Jane and Maureen for their help in taking minutes at recent meetings.

**Site Rep Liaison**This role had been intended to be a BHAF contact for site reps, to provide support and advice. Again, the members present at the EM feel that the role and its boundaries were not clearly defined, and this has become very clear in the light of the problems that have arisen with the site rep election process. The role was never intended to include actual involvement in the nomination process, or negotiations over possible outcomes between site reps and nominees during the election process. The role now needs to be revised and parameters set as to how it is fulfilled.

*3. Suspend the role until it is clearly defined.*

 Proposed by HF and seconded by JG.

The vote was unanimous in favour of suspending the role.

The Chairman wishes to thank Maureen for her time spent on the role.

Meeting Ends