

Calderdale Wellbeing Management Committee Meeting

Wednesday 11th Dec 2019, 19.00 to 21.00

Causey Hall

A G E N D A

| | | Paper | Time | Lead |
|----|---|---|-------------|---|
| | Coffee and tea available from 6.45pm | | | |
| 1. | Welcome and introductions | | 19:00 | Chair |
| 2. | Apologies <ul style="list-style-type: none"> • Martin Roberts, Jonathan Stephen, Kate Hallitt | | | Chair |
| 3. | Declaration of any conflicts of interest in any matters on the agenda <i>(Standing item)</i> | | | Chair |
| 4. | Minutes of previous meeting: Wed 23 rd Oct 2019 <i>(Are they a correct record?)</i> | ✓ | | Chair |
| 5. | Matters arising from the minutes <i>(Items not covered elsewhere on agenda)</i> | | | Chair |
| 6. | Project / team information sharing – SafeSpace | Verbal | 19:05 | SafeSpace team (Kath and Tracy) |
| 7. | Main agenda items <ul style="list-style-type: none"> a) AGM, Annual Report and Accounts, 2018/19. For Discussion and Approval b) Equality, Equity, Diversity and Inclusion Strategy – Scoping Paper. For Discussion. c) Membership Review – update For Information. d) Quality Standards for Health submission. For Information e) Trustee Induction: gap analysis. For Discussion f) Board Meetings 2020: dates. For Discussion and Approval | ✓ ✓ Verbal ✓ ✓ ✓ | 19:30 | Chief Officer Chair <i>on behalf</i> Jonathan Stephen Chair <i>on behalf</i> Martin Roberts Di Darby, Operations Manager Chair, Devt Chair |
| 8. | Chief Officer's Report <ul style="list-style-type: none"> • Performance Report: format; current. For Approval; For Information and Discussion. | ✓ | | Chief Officer |

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| 9. | Reports from Sub-committees / Working Groups: a) Development (last meeting 14 th November), including Admin Review; Lessons Learned Review update. b) Staffing (last meeting 9 th Sept) c) Finance (last meeting 27 th Nov), including Reserves Policy; Independent Examiner. | ✓ Verbal as required ✓ | | Chair, Devt Chair, Staffing Chair, Finance |
| 10. | Safeguarding <i>(Standing item)</i> | | 20:30 | Chief Officer |
| 11. | Chair's business, including a) Significant risks identified in the course of the meeting – current risk register attached b) Action log c) Decision log | ✓ ✓ ✓ | | Chair |
| 12. | Any other business <i>(Items arising since distribution of agenda)</i> | | | Chair |
| 13. | Date of next meeting: Tuesday 25 th February 2020, 10:30 to 12:30 | | | Chair |
| 14. | Governance: Reflection on today's Board Meeting <i>(Trustee only)</i> | | 20:45 | Chair |

Key dates

- Friday 29th November – draft board papers forwarded to Chair
- Wednesday 4th December – board papers for this board circulated
- Friday 20th December – default deadline for actions agreed at this board

Advance notice of items planned for following meeting(s) of the board

- Feb 2020 – potential papers/agenda items
 - Team Information Sharing – Team to be agreed
 - Lessons Learned Review from Devt Ctee on alignment of Strategy, Business Plan, Risk Register, Budget
 - Membership Model
 - Business Plan 2020/21
 - Risk Register review
 - Budget 2020/21