

**Calderdale Wellbeing ACTION LOG
as at 3rd December 2019**

	What?	By when?	Who?	Comment?
	LAST MEETING (23 rd Oct 2019)			
1.	PROJECT TEAMS: Decide who to invite to do presentation at beginning of next Board meeting		Jonny and Paul	
2.	AGM: Research alternative independent examiners for Annual Report and Financial Statement for year 2020 / 21, and make recommendation/present options to AGM.		Jonathan M and Ann	
3.	AGM: Review AGM arrangements against Memorandum and Articles of Association; consider inclusion of Charity Code of Governance actions in Annual Report.		Paul	Some elements will need to proceed according to recent custom and practice, with addressing these elements to follow the AGM
4.	FINANCE: Fix date of AGM (2 nd week of January proposed) and speak with current independent examiner re timescales for completion of current/future reports.		Jonny and Paul	
5.	TRUSTEE INDUCTION: Produce gap analysis – scoping paper v current Trustees page and associated current material.		Carla	
6.	NON-HR POLICIES: Identify priority for updates.		Jonny	
7.	POLICIES: Re Equality, Diversity and Inclusion Strategy, meet to discuss ramifications for membership.		Paul, Jonny, Jonathan S and Martin	Postponed until early 2020, following commencement of 2 nd Ops Manager

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8.	QUALITY STANDARDS FOR HEALTH: Update to next Board meeting.	Board meeting Wed 4 th Dec	Di	
9.	BOARD MEETING: Postpone to 11 th Dec; venue, Causey Hall.		Paul and Wendy	Causey Hall booked.
10.	STAFFING SUB: Date tbc – Naomi to liaise with Lydia		Naomi	
11.	RISK REGISTER: Add risks relating to Bloom organisation and Diversity		Paul	
	OLDER ACTIONS			
12.	Trustee Declarations of Interest	Urgent	Trustees who have not yet forwarded their Declaration to Paul	
13.	Review of Admin roles		Jonny and Di	
14.	Consider development of Staff Wellbeing Policy		Staffing Sub	
15.	Lessons learned review regarding Strategy, Risk Register and Business Plan development		Dev Sub	
16.	Review of Membership Model	Postponed to early 2020	Martin	
17.	Assess competencies / training needed to enhance Safeguarding.	30 th Aug 2019	Naomi	

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18.	Review opportunities for increasing service-user involvement on the board.	tba	Paul and Jonny Martin	Consider with Membership Review

Key dates

- Wednesday 16th October – board papers for this board circulated
- Wednesday 6th November – default deadline for actions agreed at this board
- Friday 29th November – board papers for this board to Paul and Wendy

Advance notice of items planned for following meetings of the board

- December – potential papers/agenda items
 - Team Information Sharing – Team to be agreed
 - Reserves Policy
 - Meeting plan for 2021
 - Board 2020/21 Planning Cycle
 - Performance Report
 - Membership Review (postponed from Oct meeting)
- Jan/Feb
 - Lessons Learned Review from Devt Ctee on alignment of Strategy, Business Plan, Risk Register, Budget
- TBA
 - Business Plan 2020/21
 - Risk Register review
 - Budget 2020/21

Recently removed actions

	What?	By when?	Who?	Status?
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	Circulate MH HSJ Briefing	Regularly	Paul	Actioned
	Proposal for managing drop in enquiries to come to next Board meeting.		Jonny	Operational issue, not requiring urgent board attention
	Continue to track evidence of time and skills needed for increase in drop in enquiries at King Street reception		Di	Operational issue, not requiring urgent board attention
	ORGANISATIONAL DEVELOPMENT: Proposed Board Development session – let Chair have ideas of what you'd want from such a session.	Wed 31 st Jul 2019	All members	Address in Trustee review at end of Board meeting
	Explore possibility of meaningful external evaluation, eg by a university.	30 th Aug 2019	Lydia and Jonny	Not currently a priority
	Filing systems: ensuring versions are up to date and accessible – to discuss.	Fri 5 th July	Paul and Wendy	Available on Trustee page of website
	Marketing Plan: trademarks – research how to protect.	Fri 5 th July	Martin	Not currently a priority
	Disciplinary investigation and outcome: fix meeting to review actions and learning points. Attendance: Lydia, Paul, Jonny, Dianne.	Tue 18 th Jun	Lydia	For consideration at next meeting of Staffing Sub
	Circulate MH bulletin from CCG	As received	Jonny	Actioned

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