

Minutes of Development Sub Committee 14/11/19

Present Jen, Carla, Jonny, Naomi

Apologies Paul, Diz

3. No conflicts of interest were declared
4. Minutes of last meeting, 9th July were accepted as a true record.
5. Matters arising: all covered in agenda items

6. Development of performance report template

It was agreed that the model NCVO template for board reporting would be trialled as Jonny is fairly satisfied that its effective. It was discussed whether “questions for trustees” was in its most useful place on the template, and also whether questions from trustees should be asked in advance. Agreed to take this to next board meeting. It was agreed that in practice the CEO is setting the agenda, as he knows what the trustees need to know. The Risk Register could act as guidance for trustees asking questions. If questions are raised at the end of board meeting there is a risk that discussions might be shut down because of lack of time.

Naomi gave as an example the information that Martin shared about NHS and education in schools, where does it go. Agreed Jonny will take to the next Task Force meeting.

The discussion rested on does there need to be an instruction to the CEO, and agreed that its more about recording, as a mechanism to ensure the task gets done. Actions get formalised and followed up, things don't get missed.

Another example was the information about the availability of suicide prevention training, information shared with trustees for them to take up if they so choose. How do we fit this sort of information on an agenda, so as not to lose it.

7. CEO Report. It was agreed that its not necessary for Jonny to talk this through. Other than point out risk and exceptions. Jonny provided papers on the meeting with Claire Murdoch, national director for mental health at NHS England, and a paper reviewing the core office staff admin, marketing and IT, with proposals for change involving the new ops manager when appointed.

The issues of performance appraisal and staff wellbeing is being moved on and addressed in the Operation Plan (OP) All projects will have their specific OP which will serve as guidance for progress towards aims and objectives and point up any issues for action. Mention of appraisals in OP's will not include any information re rewards and pay.

8. Planning for 2020/21

Lessons learnt from 2019/20

We are working towards an annual cycle (Diz made an annual calendar, Carla will find) The business plan (BP)for next year, will be based on the current BP with adjustments as this has been very late for completion . Needs to be completed much earlier, time table for January completion. OP's to be reviewed on 6 monthly basis. Risk Register (RR) is a live document and to be reviewed monthly. BP supports

strategy, the link between BP and OP and RR could emerge more clearly in future years. BP for 2021 will address risk more effectively. Jonny works mainly from OP. The work of dev sub group is to prioritise and review BP and OP and RR. The aim is to have the next BP to start in April 20. The group felt confident that lessons learnt have been incorporated into future planning.

Paper re staffing review.

The part time admin post, which Emma is currently doing, does not need to go out to wider advert, as Emma went through formal process when she joined us, from being a volunteer. Theoretically a problem might be internal objections, but the process has been transparent, no staff are interested in the role. We agreed that the recruitment policy will need revising and that we should incorporate the principle of supporting service users, via volunteering, into paid work, where this is wanted. A volunteer, Ivan, has been volunteering for a good while developing and maintaining the data base, Ivan could be paid for this role as the work is needed and ongoing.

The issue of the increasing numbers of ad hoc callers/ visitors needs urgently addressing. We need a training and support system for staff. Leeds crisis Support Service would be a good example to follow. There is potentially funding for a peer support project parallel to Safe Space. This could be used to provide more drop ins as Mondays drop in is well used. There would need to be a cost/ benefit analysis to demonstrate demand. Naomi reported that suicide bereavement workers have been recruited to work within the vol sector, currently based in Leeds. This could be an opportunity, and there could be a 6 week placement to start with.

11. AOB

It was agreed that NCVO's recommendations on Impact measurement and communication (<https://www.inspiringimpact.org/>) would be discussed at the next meeting.

12. Date of Next Meeting

Date in the second half of January to be agreed.