

**MINUTES of the Calderdale Wellbeing Full Board Meeting  
Wednesday 11<sup>th</sup> December 2019, Causey Hall, 1900 to 2100**

**Present (members):** Lydia Blundell (LB), Jen Fagan (JF), Carla Harrison (CH), Paul Hunt (PH – Chair), Diz Manning (DM), Jonathan Morrish (JM) and Naomi Sutcliffe (NS)

**In attendance (non-members):** Wendy Anderson (WA) (Admin Worker: minutes), Kath Crowther (Joint Team Leader: Safespace) Dianne Darby (DD) (Ops Manager) Tracy Drake (Joint Team Leader: Safespace) and Jonny Richardson Glenn (JRG) (Chief Officer)

1. **WELCOME AND INTRODUCTIONS:** Paul opened the meeting at 1900 and welcomed staff-members, Kath and Tracy.
2. **APOLOGIES:** Freda Davis (FD – Treasurer), Kate Hallitt (KH), Martin Roberts (MR) and Jonathan Stephen (JS)
3. **DECLARATION OF ANY CONFLICTS OF INTEREST IN ANY MATTERS ON THE AGENDA:** There were none.
4. **MINUTES OF PREVIOUS MEETING (Wed 23<sup>rd</sup> Oct 2019)** – no matters arising.
5. **PROJECT / TEAM INFORMATION SHARING – SAFESPACE:** Joint Team-leaders, Tracy and Kath gave a 20-minute talk including time for questions about the project, with printed report. The Chair thanked them for “a fantastic presentation”. Naomi will look at the issues raised, through her link to the project.
6. **MAIN AGENDA ITEMS:**
  - a) **AGM, Annual Report and Accounts 2018 / 9:** Jonny reported that the Board had viewed and agreed the accounts via email. Everything had been sent to Companies House and Charity Commission. Paul thanked Ann and Jonny who had put in a lot of effort. AGM would be at 19.00, Wednesday 15<sup>th</sup> January at Causey Hall. Finance Officer, Ann was in process of opening additional bank account.

The Board approved the Annual Report and Accounts.

Post-meeting note: the AGM was postponed to 5<sup>th</sup> February 2020.

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- b) **Equality, Equity, Diversity and Inclusion Strategy:** Paul presented paper on behalf of Jonathan S. Discussion followed on how to proceed. Jonny and Paul to meet with Jonathan S and Martin Roberts (leading on Membership Review). Jonny to share link to online survey for staff and volunteers (which includes trustees). The Forum to be engaged for the development of the Strategy.

Action: PH (meeting to be arranged); JRG (survey link; Forum).

- c) **Membership Review:** Review to be developed in parallel with Diversity Strategy development.

- d) **Quality Standards for Health:** Dianne updated. Deadline mid-January. Jen volunteered to meet with Di to discuss governance section. Dianne was thanked for the significant amount of work undertaken to bring this to near completion.

Action: JF.

- e) **Trustee Induction: Gap Analysis:** Carla's paper was discussed. Agreed to revisit within 9 months and to put link to HM main leaflet on website. Carla was thanked for her paper.

Action: PH (website review; add Trustee Induction to Forward Plan).

- f) **Board Meetings 2020: Dates:** List of dates was approved. Paul to put on website. Wendy to book Causey Hall for Wed evening meetings.

Action: PH; WA.

7. **CHIEF OFFICER'S REPORT:** Jonny spoke to his written report.

- a) **Time Out Project Worker:** No appointment made. Jonny to go out to advert again.

- b) **Marketing / Communications role:** Jonny to go out to recruitment in February.

- c) **Suicide Prevention Training:** Jonny recommended Naomi's link to online training recommended for everyone no matter what their role is. Jonny to make training available to all staff and volunteers. Naomi to let Jonny know when SafeTalk training is available.

Action: NS; JRG.

8. **REPORTS FROM SUB-COMMITTEES / WORKING GROUPS:**

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- a) **Development Sub-committee**: Board noted mins of Thu 14<sup>th</sup> Nov. Next meeting will consider monitoring and reporting on Impact – all welcome.

The Chair and Chief Officer meet in advance of board to arrange the agenda, including key issues for board consideration. The board considered the proposal that any issues which Chief Officer needs to bring to the attention of the Board, for any reason, could be brought to the Board through the Chief Officer's report. The proposal was approved.

- b) **Staffing Sub-committee**: Meeting Tuesday 17<sup>th</sup> December 2019.

Post-meeting note: the meeting had to be postponed as it was unable to be quorate.

- c) **Finance Sub-committee**: Board-members noted the minutes. Jonathan spoke to his report on Reserves Policy (to be included in the Finance Policy applicable from April 2020). The Reserves Policy was approved for inclusion in the Finance Policy. Paul to update the Policy and place online. Jonathan to bring 2020/21 reserves requirement proposal to next meeting of the board. Paul to look at possibility of training for Trustees regarding Financial Monitoring.

Action: PH (update policy; training); JM (reserves requirement).

9. **SAFEGUARDING**: Nothing to report.

10. **CHAIR'S BUSINESS:**

- a) **Significant risks identified in the course of the meeting**: Paul to broaden scope of risk 17 to include design of HM services.

Action: PH.

11. **ANY OTHER BUSINESS:**

- a) **Timetable for Policy Reviews**: Carla raised issue of this agenda item being missed and a backlog occurring. Paul agreed needs addressing but not necessarily as a standard agenda item.

12. **DATE OF NEXT MEETING**: Tuesday 25<sup>th</sup> February 2020, 1030 to 1230 at HM.

*Paul thanked committee members and closed the business meeting at 2059.  
Members remained for the Governance agenda item.*