

**Title: Development Sub-Committee Report**

Agenda Item No.: 9a

**Prepared by:** Carla Harrison

**Date:** 11<sup>th</sup> December 2019

**Purpose of the Paper:**

To update the Board on the Development Sub-Committee meeting held on 14<sup>th</sup> November 2019.

**Background:**

The Development Sub-Committee meeting was attended by Carla Harrison (Chair), Jen Fagan (minutes), Naomi Sutcliffe and Jonny Richardson-Glen (CO). Apologies were received from Paul Hunt and Diz Manning.

**Relevant Information:**

1. The minutes from the meeting are attached for information.
2. Our agreed Governance Code development priorities includes an item which the Development Sub-Committee agreed to consider:  
Organisational Purpose
  - e. Review of Performance Report to be presented to board

The Committee discussed a good practice CEO Report Template that NCVO recently published (<https://knowhow.ncvo.org.uk/tools-resources/board-basics/model-documents-and-templates/ceo-report-model>), and all agreed that it should be trialled. The template includes a section Questions for trustees to consider, in order to facilitate two way conversation. It was agreed that the Board should be consulted on whether this would add value.

3. The Committee discussed the fact that this year Healthy Minds have in place a Strategy, a Business Plan and a Risk Register, and that the staff teams are working on operational plans to support achievement of the Business Plan. Following discussion everyone felt confident that lessons learnt have been incorporated into future planning and that the BP for 2020/21 will more explicitly address risks. The aim is to have the next BP to start in April 2020, bringing us in line with our annual cycle.
4. Discussion around recruitment plans raised questions regarding recruitment of volunteers into paid roles, and staff on temporary contracts being automatically extended/made permanent if the opportunity arose. Outstanding questions were referred to Lydia Blundell (Chair of Staffing) for confirmation, and it was agreed that revision of the Recruitment Policy to address these issues should be prioritised.
5. The issue of the increasing numbers of ad hoc callers/ visitors still needs addressing.

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

**Next Steps:**

The next meeting will be held in the second half of January.

**Recommendations:**

1. Board to note minutes
2. Board to agree whether to include *Questions for trustees to consider* in CEO Report Template.
3. Any Board members wanting to attend the next meeting to feed into detailed discussions on the 2020/21 Business Plan and/or impact measurement to let Carla know.