

**MINUTES of the Emergency Calderdale Wellbeing Full Board Meeting  
Friday 27<sup>th</sup> March 2020, via Zoom, 1100 to 1230**

**Present (members):** Lydia Blundell (LB), Freda Davis (FD), Jen Fagan (JF), Kate Hallitt (KH), Carla Harrison (CH), Paul Hunt (PH – Chair), Jonathan Morrish (JM) and Naomi Sutcliffe (NS)

**In attendance (non-members):** Wendy Anderson (WA) (Admin Worker: notes), Peter Boyle (PB) (Ops Manager), Dianne Darby (DD) (Ops Manager) and Jonny Richardson Glenn (JRG) (Chief Officer)

1. **WELCOME AND INTRODUCTIONS:** Paul opened meeting at 1100.  
**DECISION:** The board agreed that it would meet when required using a digital solution during the period of restricted travel and physical distancing.
2. **APOLOGIES:** Diz Manning (DM) and Jonathan Stephen (JS)
3. **DECLARATION OF ANY CONFLICTS OF INTEREST IN ANY MATTERS ON THE AGENDA:** There were none.
4. **SERVICE CONTINUITY:** Paul had issued a paper to Trustees with links to guidance from Charities Commission and NCVO. Key issues set out on P2.
  - a) **Operational update, including redirecting of resources & activities:**  
JRG: Services continuing in different ways – a really good response by & large across staff team. Some people home-schooling and altered their hours. Support groups and drop-ins – contact via phone or video-link (Zoom etc) at scheduled group times – we text people to get in touch if they want contact. Main phone-line diverted to staff on a phone rota. Also can contact via HM Facebook. Di: Recovery & Support team trying to keep clear channels of communication, also strong boundaries in terms of working hours and emphasis on being sure to look after ourselves too. Peter: Time Out team looking at online possibilities – blogs, videos, daily tips, radio and how to involve young people on social-media channels – a lot going on. New worker, Alex Abel starts in 2 weeks' time. Jonny: Some Safespace challenges, e.g. alternative to office base – has proved difficult. Awaiting extra mobile handsets so all team can work remotely. CCG have clarified that Healthy Minds staff are considered to be key-workers during COVID-19 period. CCG requested HM to consider viability of offering Safespace service over 7 nights asap as a temporary measure for period of Coronavirus (this is distinct from the tender proposal itself). **DECISION:** The Board agreed to go with CCG request for HM to provide service on the remaining 3 evenings a week on temp basis during Coronavirus conditions. Paul: Firm thanks on behalf of Board to management team for tremendous work done over past few weeks.
  - b) **People:** Stress and anxiety amongst staff-team? Jonny: Some was indicated within Safespace team – feeling of lack of control possible. Peter – initial worry about how things would work but now in a “settling-down” period and most people adapted quickly with everyone trying their best. Dianne: People just need “anchoring”. Jonny: Situation mainly positive with creativity being key. Lydia: Anyone off sick or at risk of this? Jonny thought not. Apart from Tracy of Tod team on long-term sick re family member who is ill, there had been just a couple of

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staff-members told to self-isolate since they were possibly in the at-risk group. Issue of housekeeper, Christine, for whom there's no point coming in as office is closed. She continues to be paid. Jonny: Is it OK to continue to pay all staff? Once Safespace sorted, everyone will be working from home. Supporting and protecting staff and volunteers: Full staff-meeting yesterday via Microsoft Teams platform. Recovery & Support team-meeting postponed. Di checking in with all team-leaders regularly – informal, ad-hoc stuff – will keep this going alongside more formal structures. Jonny: All staff now on Office 365 – all trying to come to grips with it. Microsoft Teams video-meeting slightly chaotic but essentially ensured communication happening. **DECISION:** It was **agreed** to furlough Christine (housekeeper's) role whilst Coronavirus conditions exist. Increased demand for services? Dianne: Not during day but Safespace busy. Kate: If any staff-members get sick and we become short-staffed, we may look to decide which services to prioritise. **ACTION:** Jonny and Lydia to look (in due course) at Government's retention-scheme claim scheme and SSP claim scheme. Jonny: West Yorks & Humberside Health and Care Partnership concerned about suicide. Naomi: A briefing has been issued warning workers to avoid sensationalising COVID-19 and linking it to higher risk of suicide. Instead, we're advised to steer people towards right advice at right time, focussing on practical steps that people can take and ensuring media do not present this as a sensational issue. Freda: There may be an increased demand for money advice. Paul: Although we're managing operationally, situation can change. Jonathan M: How often should Board meet in view of this? Paul proposed that we consider this at the end of today's meeting.

- c) **Communications:** Paul thanked Trustees for raising issues.
- i) WITH FUNDERS: Jonny: Really good response – by & large they understand and ask us not to worry about targets / outcomes. Funding streams to be maintained; any discussions to happen later on – so no threat to income-streams.
  - i) WITH DONORS: Charity sector concerned. Kate: Could Emma contact donors to let them know we're still here providing services. Jonny agreed. He noted that Cath (Volunteer Co-ordinator) is looking possibly to resurrect newsletter.
  - i) WITH THE PUBLIC: Via website and Facebook: Key message – we're still available to support people. Discussion re whether Coronavirus postings should be more "up-front" and emphasised or whether that might risk sensationalising and, of itself, causing panic and anxiety, conflicting with aim of being "role-models of calm". **ACTION:** Jonny to review whether or not website needs to carry stronger Coronavirus messaging.
  - ii) WITH VOLUNTEERS: Peter: Volunteer Co-ordinator, Cath has contacted all volunteers and is trying to find different roles for them. She has sent emails re where we are and choices available to them.
- d) **Financial and commissioning:**
- i) SSP: Lydia: Government will refund it. Need to look at Sickness Policy re full pay or otherwise. **ACTION:** Lydia and Peter to

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revisit Sickness Policy and contractual terms to ensure fitness for coping in current pandemic. Peter: Long-term sickness is a query – if we're paying staff, could possibly seek reimbursement from Government. Jonny: SSP only kicks in when a person has been off sick for some time.

- i) **JOB RETENTION SCHEME:** Paul: We do not anticipate needing to access this, since income is secure.
- i) **GOVERNMENT LOANS TO SMALL BUSINESSES:** Paul: We do not anticipate needing to access this, since income is secure.
- i) **PROCUREMENT PROCESS: SAFESPACE:** Jonny: No pause on the procurement timetable, which is going ahead to original timescale so he is currently working on it. Paul and Jonny have agreed internal deadlines for first and second drafts. Jonny to submit 2<sup>nd</sup> draft to him by Wed 15<sup>th</sup> Apr 2020 and he will review same day. Deadline for submission is Tue 21<sup>st</sup> Apr 2020. HM is funded to continue delivery of SafeSpace until the mobilisation of the new service. **DECISION:** It was **agreed** we should submit a proposal for 7 days of Safespace in response to CCG tender. Jonathan and Paul to give Trustees summary of key bid elements and to sign off bid on behalf of the board. New Safespace project will only attract a similar sum per evening of opening, compared with what is currently funded. We will be limited to how far we can enhance the offering, beyond opening 7 evenings instead of 4.
- ii) **PEER SUPPORT IN CRISIS PROJECT:** Jonny: We already have funding. Issue now is to develop and launch project. Steering-group meeting postponed to second week in April.

5. **DATE OF NEXT MEETING:** Discussion re how often the Board should meet given current circumstances. **DECISION:** It was **agreed** that the Board hold a further emergency Board Meeting **Friday 3<sup>rd</sup> April 2020, 1100 to 1230, via Zoom**, and treat as a full Board meeting to include discussion of sub-committee matters. **ACTION:** Sub-committee Chairs: Carla, Jonathan M, Lydia and Kate to forward to Paul (by Wed 1<sup>st</sup> Apr) items for discussion at the next Board meeting.

6. **ANY OTHER BUSINESS:**

- e) **Feedback re meeting:** Paul invited feedback: Freda: A big thank you to staff for doing a sterling job. Naomi seconded this. **ACTION:** Paul to convey the Board's thanks to all staff during this time.

*Paul thanked members and closed meeting at 1233. Paul and Wendy continued to meet to discuss turnaround of papers.*