# Actions added at or since last meeting of the board

|  | **What?** | **By when?** | **Who?** | **Comment?** |
| --- | --- | --- | --- | --- |
|  | **LAST MEETING (Fri 27th Mar 2020) via Zoom** |  |  |  |
|  | STAFFING: Look at Government’s retention-scheme claim scheme and SSP claim scheme. |  | Jonny and Lydia | Not considered urgent |
|  | COMMUNICATIONS WITH WORLD IN GENERAL: Review whether or not website needs to carry stronger Coronavirus messaging. |  | Jonny |  |
|  | POLICIES: Review Sickness Policy and contractual terms to ensure fitness for coping in current pandemic. |  | Lydia and Peter  |  |
|  | SUB-COMMITTEE ISSUES: Chairs to forward items for discussion at Fri 3rd Apr meeting to Paul. | Wed 1st Apr | Carla, Jonathan M, Kate and Lydia | Complete |
|  | COMMUNICATIONS BOARD TO STAFF: Convey the Board’s thanks to all staff during this time. |  | Paul | Complete |
|  | **FINANCE SUB-COMMITTEE (10th February 2020)**  |  |  |  |
|  | * Confirmation of new account set up
* Confirmation of transfer of £25k into reserves
 |  |  Ann |  |
|  | **25th February 2020** |  |  |  |
|  | To be added |  |  |  |
|  | **11th Dec 2019** |  |  |  |
|  | AGM 2018 / 2019 Wed 15th Jan: Book Causey Hall [POST MEETING NOTE – Date revised to 5th February] |  | Wendy |  |
|  | Equality, Equity, Diversity and Inclusion Strategy: Discuss how to progress JS scoping paper.Online Survey: Share link to this.Utilise Forum for inclusive approach to Strategy Development  |  | Jonny, Paul and JSJonnyJonny | The staffing arrangements for leading the Forum have fallen through. |
|  | 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 2nd Ops Manager |
|  | QUALITY FOR HEALTH: Trustee meet with Dianne to complete governance section. |  | Dianne and Jen | Ready for submission, 6th Feb |
|  | TRUSTEE INDUCTION: Progress against gap analysis: Review progress, 2nd half of 2020.Link to HM main leaflet, providing project summaries. |  | Paul / AllAllJonny | Add to Forward Plan |
|  | DATES BOARD MEETINGS 2020: Put on website. |  | Paul | Done |
|  | RECRUITMENT: Marketing and CommsForward University Job Description and Person Spec Work up and advertise HM Job Descr and Person Spec |  | LydiaJonny | DoneFeb recruitment |
|  | TRAINING: Suicide AwarenessInfo to staff and vols re 20-min zero suicide training online (recommended by Naomi)Notify JRG when Safe Talk training available. |  | JonnyNaomi | Done – in house training underway  |
|  | FINANCEDiscuss Reserves requirement for 20/21 at next BoardFinance Policy to be updated so as to include Reserves Policy |  | Jonathan MPaul |  |
|  | CHAIR’S BUSINESS:  |  |  |  |
|  | Broaden risk 17 to include design of our services. |  | Paul | Done |

# Older actions retained in action log

|  | **What?** | **By when?** | **Who?** | **Comment?** |
| --- | --- | --- | --- | --- |
|  | 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 |  |
|  | 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  |
|  | RISK REGISTER: Add risks relating to Bloom organisation and Diversity |  | Paul  | Done |
|  | NON-HR POLICIES: Identify priority for updates. |  | Jonny | JRG spoken with PB to commence tidying as part of upload to cloud, and assist with prioritisation |
|  | Consider development of Staff Wellbeing Policy |  | Staffing Sub |  |
|  | Lessons learned review regarding Strategy, Risk Register and Business Plan development |  | Dev Sub | Done |
|  | Review of Membership Model | Postponed to early 2020 | Martin |  |
|  | Assess competencies / training needed to enhance Safeguarding. | 30th Aug 2019 | Naomi |  |
|  | Review opportunities for increasing service-user involvement on the board. | tba | Paul and JonnyMartin | Consider with Membership Review |

Key dates

* Wednesday 5th February 2020 - AGM
* Friday 14th February – board papers for next board to Paul and Wendy
* Tuesday 18th February – board papers circulated
* Tuesday 25th February – board meeting

Advance notice of items planned for following meetings of the board

* Feb – potential papers/agenda items
	+ Team Information Sharing – Team to be agreed
	+ AGM Feedback and Review
	+ Reserves Requirement for 2021/22
	+ Board 2020/21 Planning Cycle
	+ Performance Report
	+ Budget 2020/21
	+ Business Plan 2020/21
	+ Lessons Learned Review from Devt Ctee on alignment of Strategy, Business Plan, Risk Register, Budget
* April
	+ Membership Review
	+ Equality, Diversity and Inclusion Strategy progess update
* TBA
	+ Risk Register review
	+ Trustee Induction Gap Analysis Progress Review
	+ Charity Code of Governance Progress Review

# Recently removed actions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **What?** | **By when?** | **Who?** | **Status?** |
|  | CHIEF OFFICER REPORT, Dec 2019Submit peer support proposal to VACWrite to CCG seeking timeline for Safe Space funding and procurement |  | JonnyPaul |  |
|  | PROJECT TEAMS: Decide who to invite to do presentation at beginning of next Board meeting |  | Jonny and Paul | Business as usual |
|  | FINANCE: Fix date of AGM (2nd week of January proposed) and speak with current independent examiner re timescales for completion of current/future reports. |  | Jonny and Paul |  |
|  | TRUSTEE INDUCTION: Produce gap analysis – scoping paper v current Trustees page and associated current material. |  | Carla |  |
|  | Review of Admin roles |  | Jonny and Di |  |
|  | QUALITY STANDARDS FOR HEALTH: Update to next Board meeting.  | Board meeting Wed 4th Dec | Di |  |
|  | BOARD MEETING: Postpone to 11th Dec; venue, Causey Hall. |  | Paul and Wendy  | Causey Hall booked. |
|  | STAFFING SUB: Date tbc – Naomi to liaise with Lydia |  | Naomi |  |
|  | Trustee Declarations of Interest | Urgent | Trustees who have not yet forwarded their Declaration to Paul |  |