

**MINUTES of the Calderdale Wellbeing Full Board Meeting
Friday 3rd April 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).

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, conveying the apologies. He had sent a message of condolence to Naomi following the loss of her grandmother.
2. **APOLOGIES:** Jonathan Stephen (JS) and Naomi Sutcliffe (NS)
3. **DECLARATION OF ANY CONFLICTS OF INTEREST IN ANY MATTERS ON THE AGENDA:** There were none.
4. **MINUTES OF EMERGENCY (ZOOM) MEETING, FRI 27TH MAR 2020:**
 - i. **Interim extension of Safespace days / hours:** HM going ahead with extended opening hours 7 evenings a week (extra 3 evenings ie). Decision on our funding proposal for the interim extension is awaited.
 - ii. **4)d)i) Job Retention Scheme:** Correction: We only anticipate accessing this in the case of Christine White, housekeeper, who has been furloughed. [Post-meeting note: corrected minutes uploaded to Trustee page of HM website]
5. **SERVICE AND BUSINESS CONTINUITY including:**
 - ii. **JRG Operational Update:**
 - i) **SAFESPACE EXTRA EVENINGS:** Logistics being sorted. We are effectively subsidising this owing to lower demand (under current circumstances) for other services. Extra team-leader needed as Tracy still off work. Agreed to recruit from existing Safespace team if possible; if not, via external recruitment.
 - ii) **PEER SUPPORT IN CRISIS PROJECT:** Funding now granted, to be released asap. Steering Group to start discussions on groundwork, training needs, support needed for volunteers.
 - iii) **TIME OUT:** Unable to go into schools as normal so developing alternatives. CCG asked HM if we can develop a helpline for young people not in need of CAMHS intervention. CAMHS and CMBC keen to join discussion. We are exploring this, including specific regard for safeguarding considerations.
 - v. **Trustee and operational approaches to guidance:** Important to read accompanying paper pp1-2. There's a lot of "stuff" coming our way. FD, JF and others have helped with info from NCVO and Charity Commission. Operational matters: JRG trying to go with as few sources of information as possible whilst ensuring that they are authoritative ones: NHS, Mental Health Foundation and Mind. Aiming to avoid overwhelming people / inducing anxiety when looking at HM

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guidance during COVID-19.

Action: All trustees asked to review the NCVO and Charity Commission guidance, as per links in the Business Continuity paper. JM and FD in particular to consider the sections with a focus on finance.

Decision: operational and organisational matters in relation to coronavirus will be informed by a limited number of authoritative sources (NCVO; Charity Commission; NHS; Mental Health Foundation; Mind).

v.

Sub-committee issues:

- i) DEVELOPMENT SUB: Carla – we had planned to look at draft Business Plan 2021 by now and to have discussed and made recommendations to Board by end of month. Need to alter plan in view of circumstances, possibly adjusting to a shorter 3-month plan as per NCVO advice. **Action:** CH to set up Devt Sub, to consider: Business Plan; bearing in mind NCVO advice; Impact Report; 2020/21 specific items (development, timescales, presentation to board).
- ii) FINANCE SUB: Jonathan M – Draft budget went to Feb meeting. Intention was to update and bring final version to April Board but delayed due to COVID lockdown. Ann will update the draft with new developments and the sub-committee will meet and to review and present to next Board meeting. Need to decide cut-off date. All projects, except Safespace, are funded for 2020/21. **Action:** JM to set up Finance Sub, to consider 2020/21 Budget, and other items, as required (completion, timescales, presentation to board).

It was noted that Jonny and colleagues are currently working on Safespace tender. JRG on track to deliver first draft Mon 6th Apr for review by PH, JM, DD and Kath Crowther. **Action:** PH to forward deadlines and, as appropriate, material re SafeSpace procurement to JM.

- iii) MARKETING & COMMUNICATIONS SUB: Kate pleased with progress on Facebook. Peter discussing proposed electronic newsletter with Cath, Volunteer Coordinator – volunteers to be involved. Kate to send Cancer Research newsletter to Peter – pitches at individuals and commercial sector, calling for financial support to continue. If spare capacity, could put something on LinkedIn also re service continuation – would be an additional platform. **Action:** KH liaise with PB on use of best practice, e.g. Cancer Research newsletter, on development of our own e-newsletter. **Action:** KH liaise with PB, as necessary, on development of profile on LinkedIn.

Marketing & Communications role: There were 8 applicants but process had been paused due to logistics of interviews etc. KH and JF offered to assist with shortlisting. **Action:** JRG to make

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progress on recruitment to Marketing and Communications Officer, as capacity and technology permits i.e. slower trajectory, rather than pause in recruitment. **Action:** JF and KH to assist with shortlisting of Marketing and Communications Officer role.

iv) STAFFING SUB:

Decision: Recruitment should proceed on a case-by-case basis and not be subject to a blanket freeze.

Wellbeing: Lydia spoke of the need to support staff wellbeing, limiting information sources shared with team to a few well-regarded sources. Workers may be feeling isolated / missing human interaction – could have different group-chats, eg important stuff on one chat and informal conversations elsewhere.

Sickness Policy: Peter has done some work on this. If sick, all staff-members would get two weeks' full pay then up to six months' sick-pay. ACAS guidance: employees self-certify first 7 days. NHS 111 can provide sick-notes. Contracts say 12-month period where sick-pay guaranteed but anyone who has already had two weeks' sick-pay wouldn't be eligible for sick-pay under Coronavirus. Potential risk to any staff-member in this position. Lydia observed need for contingency arrangements if certain key staff-members were to fall ill. **Action:** LB liaise with JRG on HR issues debated at board, and any others, as require (contingency arrangements, in event of unavailability of JRG or other member of senior team, or specialist function; staff wellbeing arrangements). **Action:** LB to make recommendation of change to contract, so as to exclude COVID absence from counting towards full/half-pay absence allowance.

Furlough decision has been conveyed to Christine White (housekeeper). Other staff-members have been enquiring about these issues. Currently no question as to people's roles being secure for some time. Discussion with VSI indicated that furlough is not as straightforward as initially thought. Publically-funded posts aren't eligible for furlough.

Action: PH to confirm job security to staff, in his post-board note to staff.

- i. **2020 / 2021 Specific business items:** Paul proposed that Development Sub consider timescales for these items, plus Business Plan and Impact Report – this was agreed.
- ii. **Recovery & Support and Employment Support Outline proposal:** Tamsin, Employment Support worker, has given notice in order to pursue studies, but has asked for leaving date to be delayed to

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September. This has been agreed. Jonny and Di considered the future of employment support role and propose that this function be absorbed into the area of Recovery & Support, and that Tamsin should now work within R&S. **Decision:** Outline proposal for absorption of Employment Support into Recovery and Support agreed, with (**Action:** JRG) a detailed proposal to be provided to Board.

ii. **Trustee recruitment:**

Paul has met with four people who have expressed an interest in becoming a trustee. There is a need to enhance the board with regard to (ethnic/religious) diversity, as well as strengthen the board regarding succession planning. It was not considered easy to address diversity recruitment during lockdown, since online recruitment may not be sufficient to promote diverse applications. Paul considered one candidate presented clear potential for strengthening the board from succession planning perspective. **Agreed:** PH, plus another trustee, make arrangements to interview candidate with potential for enhancing board re succession-planning.

6. **SAFEGUARDING:** One person has been banned from Safespace, as they presented a risk to staff. Di reported that two formal safeguarding catch-ups were taking place each week, once after the mid-week Safespace and again after the weekend. The board noted the decision to ban one individual and supported the Safespace safeguarding catch-ups.

7. **CHAIR'S BUSINESS:**

Action: Devt Sub to advise on changes to Forward Plan..

- i. **Significant risks identified in the course of the meeting:** Nothing.

- i. **Action Log:** Please contact Paul to propose any amendments.

- i. **Decision Log:** As per Action Log.

8. **ANY OTHER BUSINESS:** Nothing.

9. **DATE AND TIME OF NEXT MEETING:** Friday 1st May 2020, 1100

Paul thanked members and closed meeting at 1230. Trustees stayed behind briefly.