

**NOTES of the Calderdale Wellbeing Full Board Meeting
Tuesday 25th February 2020, at Healthy Minds, 1030 to 1230**

Present (members): Freda Davis (FD), Kate Hallitt (KH), Carla Harrison (CH), Paul Hunt (PH – Chair) and Spacey Redman (SR)

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:** Meeting opened at 1030:
 - a) **Introductions:** were made and a welcome extended to all, particularly to Peter as a new member of staff.
 - b) **Project / Team Information-sharing:** Scheduled presentation from Todmorden project was postponed due to pressures on team, including aftermath of floods. Hebden & Hilltops team unavailable for similar reasons. Staff from valley teams are attending emergency flood meetings. Paul asked for the Board's best wishes to be conveyed to both teams in view of circumstances and thanks from the Board for the extra work being done in this respect.
2. **APOLOGIES:** Lydia Blundell (LB), Jen Fagan (JF), Diz Manning (DM), Jonathan Morrish (JM), Martin Roberts (MR), Jonathan Stephen (JS) and Naomi Sutcliffe (NS)
3. **DECLARATION OF ANY CONFLICTS OF INTEREST IN ANY MATTERS ON THE AGENDA:** Spacey put forward a possible conflict of interest, with regard to potential need to access one of HM services, which was noted.
4. **MINUTES OF PREVIOUS MEETING (Wed 11th Dec 2019):**
 - a) **Item 6a) AGM, Annual Report and Accounts 2018 / 9:** Paul updated: Membership of Calderdale Wellbeing needs pursuing, with regard to Memorandum and Article of Association, and best option for future arrangements. MR has agreed to lead on this.
 - b) **Item 6d) Quality Standards for Health:** Di: Submission will go in this week. They will want to speak with staff, volunteers, trustees plus safeguarding leads. Paul thanked Dianne for "a fantastic piece of work"; and also Jen in her absence for support given to Di in this.
 - c) **Item 11a) Timetable for Policy Reviews:**
 - i) Peter has made minor updates to most policies, now listed as drafts as at Feb 2020. Safeguarding leads to check them. Peter to bring a paper to next meeting detailing policies updated and those needing update.
 - ii) Kate flagged up need for a fundraising policy – Peter to add this to list of suggested new policies.
 - iii) It was noted that not all policies need to be signed off by the board as some policies are more operational in nature.

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Paul thanked Carla, Di and Peter, and it was agreed that a fundraising policy should be prioritised.

Action: PB to bring updated policies, plus new fundraising policy, to next meeting of the board.

5. DISCUSSION AND DECISION ITEMS:

a) **2020 / 21:**

- i) **BUSINESS PLAN 2020 / 21:** Kate requested that Marketing Plan be reviewed in line with Business Plan. **Action:** JRG and Devt Sub to continue to work on business plan, for board approval on 22nd April.
- ii) **BUDGET:** Jonny spoke to new report: "Profit & Loss by Department (Advanced Budget and Variance)" (NB – period covered should read 1st April 2019 to end of Month 10, January 2020.)
- We can build a budget for Unrestricted Funds.
 - Draft Budget 2020 / 21 not quite ready to be signed off.
 - Freda had a concern re Unrestricted Funds and budgets for individual projects. Paul noted that work done over the first half of 2021 should refine information coming to the Board so as to flag up financial risks to any project.
- Paul thanked Jonny and noted it would be helpful to receive this report regularly. Also that the full-up budget is needed, as well as the 10-month one. He asked that the Board note the Budget and thank Ann as Finance Officer for her work on it.
- Action:** (JM) Ann Dower and Finance Sub to finalise budget, including reserves, for board approval on 22nd April.
- Action:** (JM) Finance Sub to consider finance information to be provided to the board, and frequency of presentation.
- iii) **RESERVES REQUIREMENT:** Paul spoke to JM's paper. Finance Sub discussed key risks. JM proposes setting aside £25k for Reserves 2020 / 21 – we're testing out this approach. Members felt this was a reasonable starting-point.
- Decision:** £25,000 to be designated as Reserves for 2020 / 21.
- iv) **BOARD FORWARD PLAN:** Kate asked that the Marketing Plan be looked at alongside of this, and also that the Marketing Strategy be considered alongside of the overall Board Strategy.
- Decision:** The Forward Plan 2020/21 was approved, subject to (**Action:** PH) inclusion of marketing strategy/plan review.

b) **Organisational Development:**

- i) **EQUALITY, EQUITY, DIVERSITY AND INCLUSION STRATEGY AND MEMBERSHIP REVIEW – UPDATE:** Paul:
- Since these things overlap, it was felt useful to look at them together. A working group (Paul, Peter, Jonny, Martin and Jonathan S) will meet early March to discuss.
 - Calderdale Wellbeing's Articles of Association are strong on membership.

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- Freda noted that membership of Calderdale Wellbeing (Healthy Minds) was initially composed largely of people working in the sector who wished to support the development of HM, rather than individuals using mental-health services. HM Forum (formerly known as MPower / Mentality) was intended for the latter group.
 - Calderdale Wellbeing (Healthy Minds) needs correct model of membership, reflecting make-up of Calderdale's population (could ask CMBC for Borough demographics).
 - Paul noted that the "working group" would bring options for membership models to next meeting for consideration.
 - Freda noted that any new rules around membership need to go to next AGM, and be agreed by a quorate meeting.
 - Also noted – NCVO can probably advise on this issue.
Action: (PH, with MR and JS) to bring options for membership and diversity to board.
- ii) CENSUS OUTCOME – IMPLICATIONS FOR DIVERSITY AND MEMBERSHIP: Jonny presented initial findings:
- NB – demographics in report do not include Time Out.
 - Typical HM service-user is older, white, straight woman.
 - Findings very positive. Further analysis will look at which groups / services individuals attended and where.
 - Some extra categories suggested for future surveys were Economic Status, Annual Income, Domiciliary Status (renting, buying, homeless etc). Also living alone an important consideration re mental health.
 - For the future: share results publicly with layers of detail.

Paul noted that this had been a very useful exercise with reasonable numbers of people engaging (116).

Action: JRG to present the detail to the next meeting of the board.

- iii) FUNDING DIVERSIFICATION OUTLINE PLAN: Paul:
- Lloyds Enhance Programme is available to us free of charge (<https://www.lloydsbankfoundation.org.uk/we-develop/support-for-charities-to-develop>).
 - The proposed outline plan for developing diversification of funding was set out in JRG's paper.
Decision: The board agreed the outline plan commencing with (**Action** JRG) agreement of consultancy provider and detailed workplan. **Action:** PH to amend the Forward Plan to fit with funding diversification outline plan.

6. CHIEF OFFICER'S PERFORMANCE REPORT: Jonny:

a) **Recruitment:**

- i) Just shortlisted for Time Out Project Worker.
- ii) Marketing and Communications Officer: Just advertised.

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- b) **Forum:** Noted that funding was for only 4 hours per week. The member of staff who had been identified to undertake this work, in addition to contract, is no longer available to undertake the additional hours.
Action: JRG to re-establish Forum.
- c) **Safespace:** This service will go out to tender.
- i) CCG has delegated procurement to VAC. The process is not yet started underway, but we need to be ready for it.
 - ii) The CCG has given assurance that there will be no interruption to service.
 - iii) Paul has experience of NHS tendering from both sides and wishes to engage closely with this.

Paul thanked Jonny for a very full report.

7. REPORTS FROM SUB-COMMITTEES / WORKING GROUPS:

- a) **Development Sub:** Carla provided a written report for note, plus minutes of Development Sub Meeting 30th Jan 2020. The board noted the business of the sub-committee.
- b) **Marketing Sub:** No items / issues.
- c) **Finance Sub:** Jonathan M's cover paper plus minutes of Finance Sub Meeting of Mon 10th Feb 2020. The board noted the business of the sub-committee.

8. CHAIR'S BUSINESS:

- a) **Significant risks identified in the course of the meeting:**
Continuation of the Forum could constitute a risk.
Action: PH to add Forum risk to the risk register.
- b) **Considerations around the Board and its members:** Discussion:
- i) The current board's competency, commitment, and range of skills is considered to be strong.
 - ii) Board Development:
 - Main skills required, where development may be appropriate: financial, staffing, marketing, services and service delivery.
 - It was agreed to further develop financial literacy via Lloyds' training.
Action: PH to develop finance literacy development proposal, to support request to Lloyds.
 - iii) Board Enhancement: Discussion:
 - Agreed that the board needs to enhance its diversity.
 - The board also agreed that succession planning should be considered.
PH to attend Beacon training event in March 2020 that may be helpful in this regard.
Decision: The board will (**Action:** PH) recruit additional trustee(s) during 2020/21 in order to enhance its diversity and promote succession planning.

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- iv) BOARD DOCUMENTATION: **Decision:** All board papers to use the new format for papers.

9. SAFEGUARDING:

- a) **Issues:** Jonny and Di reported that all was in hand.
- b) **Trustee Safeguarding Lead**
 - i) Jen has indicated via email that wishes to step back from this role. Members agreed it was important to have this Board contact for any issues.
 - ii) Dianne suggested the Board also discuss safeguarding in general, along with an overview of policies and procedures.

Action: PH to speak with JF regarding the Trustee safeguarding role.

Action: DD to bring a paper to next meeting re safeguarding in general: what is it, what is required of HM, board safeguarding lead, training and support to lead.

10. ANY OTHER BUSINESS:

- a) **Website:** Spacey enquired about website usage – Jonny reported that it was very active and steady.

11. DATE OF NEXT MEETING: Wed 22nd Apr 2020, 1900 to 2100 at Causey Hall.

(Future dates: Wed 15th Jul 1900 @ Causey Hall; Tue 15th Sep 1030 @ HM; Wed 4th Nov 1900 @ Causey Hall; Tue 15th Dec 1030 @ HM)

*Paul thanked committee members and closed the business meeting at 1231.
Members remained for the Governance agenda item.*