

**MINUTES of the Healthy Minds Development Sub-Committee Meeting
22nd June 2020, Zoom Teleconference**

Present (members):

Kate Hallitt (KH); Carla Harrison (CH - Chair), Paul Hunt (PH) and Naomi Sutcliffe (NS)

In attendance (non-members):

Dianne Darby (DD – Operations Manager) and Jonny Richardson Glenn (JRG - Chief Officer)

1. WELCOME AND INTRODUCTIONS

Carla welcomed everyone to the meeting.

2. APOLOGIES

Jen Fagan and Peter Boyle

3. DECLARATION OF ANY CONFLICTS OF INTEREST

None

4. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 27th April 2020 were agreed as an accurate record.

5. MATTERS ARISING FROM THE MINUTES

No matters arising that weren't picked up on this agenda.

6. RISK REGISTER

It had been agreed at the June Board meeting that the Development Sub-Committee would consider in greater detail the risks most pertinent to this committee. Time was devoted at this meeting to discussing the two risks that were highest priority due to their proximity.

Risk 19: The impact of COVID-19, including economic uncertainty, presents a risk to service delivery and financial security [primary category] that is hard to quantify, and therefore difficult to mitigate.

Healthy Minds have received feedback from external organisations and individuals that the leadership through lockdown has been top class, and all agreed that we are keen for this to continue as lockdown is eased and decisions are made about returning to some normality.

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A reflective framework was agreed to be useful in relation to both service delivery and staff wellbeing:

- What have we started doing that we want to retain?
- What have we started doing that we would want to stop?
- What have we been unable to do that we would like to start doing again?
- What have we been unable to do that we would prefer not to do again?

We must work within the government guidelines, but not necessarily react to each change if it doesn't feel right to us. Healthy Minds staff are Key Workers and a case can be made that they can't work from home all the time if it is adversely affecting their wellbeing and, therefore, their ability to deliver the service safely and effectively.

It was noted that delivery of Safespace has been particularly emotionally demanding on staff and that service would be the priority for returning to the office; aiming for the end of July. The relief pool can be reactivated once staff are back in the office.

It was agreed that a 6 month 'emergence' plan should be developed, with consideration to the above framework, based on the learning from Safespace return, and in consultation with staff; it can, and should, be different for different services. August team meetings should review the individual needs and opportunities and develop emergence plans.

Action: JRG to bring a discussion document relating to emergence to the next Board meeting so that the Board can own the direction and provide support.

Risk 8: There is a risk that in the absence of guaranteed recurrent income streams, that there will be damage to sustaining, in the longterm, service delivery, staff morale and organisational reputation.

Consideration was given to the Upper Valley service offer and potential funding going forward. The priorities are that there is a focus on the outcomes required, that there are area specific responses to needs, and that the team(s) feel part of Healthy Minds, rather than independent teams with a HM 'badge'. Relationships between the Halifax, Todmorden and Hebden Bridge teams have developed during the lockdown period and there is an opportunity to keep benefiting and learning from each other.

Action: JRG and DD to work up options/proposals to meet identified local needs in advance of discussions with funders.

7. CEO REPORT

Nothing further to report to this meeting.

8. IMPACT STATEMENTS

There are different stakeholders for impact information: funders – current and potential; the public – potential/current user and donors; Board. Each require something

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meaningful to them. Work to develop systems to capture and report on measures required for existing funders in a way that is meaningful across the organisation and Board is underway. A risk was identified that some funders haven't set clear targets which could leave us vulnerable to them later claiming that we haven't achieved sufficient.

It was agreed that high level impact information that could be used to demonstrate our value to the public is required, and that this should be one statement per service which articulate the thing that they most want to celebrate.

Action: JRG to work with service managers to identify the Impact Statements for the Dev't Sub Committee to review at the next meeting.

9. REPORT ON BUSINESS PLAN

No exceptions or highlights to report.

10. FUTURE FUNDING BIDS, QUALITY MARKS OR AWARD SUBMISSIONS

Nothing to report to this meeting.

11. ANY OTHER BUSINESS

None

12. DATE OF NEXT MEETING

The next meeting will involve consideration of the proposed impact statements. The meeting should take place in advance of the September Board meeting.