

Calderdale Wellbeing ACTION LOG
as at 7th July 2020

Live actions

	What?	By when?	Who?	Comment?
	BOARD (Tue 2nd June 2020) via Zoom			
1.	Wendy to amend minutes by Fri 5 th Jun 2020: P2: Recruitment: Clarify that Alex is a Time Out project-worker with responsibility for marketing the project. P4: Finance Sub: Penultimate para; insert “not” in front of “necessary”.		WA	Complete
2.	By Fri 5th Jun, Jen to convene meeting on feasibility of induction for Marketing & Comms role during COVID-19, and implications for progressing recruitment to the role. Discussion to include (at least) Jen, Jonny, Kate and Peter : Kate to contact Lydia for input so discussion informed by her experience of having inducted a Marketing & Comms Officer at the Uni Students’ Union during lockdown. Likewise Jonathan S with Peter . Then, agree appropriate next steps.		JF KH JS	Complete
3.	Jonny to speak with Lydia; review NCVO guidance in order to bring back formal proposal on annual leave accrual to next Board.		JRG	Complete
4.	Absence Management policy: Peter to extract sections on maternity, paternity, adoption and menopause leave.		PB	
5.	Development and implementation of Complaints Policy: Deadline Sep 2020 – Jonny to discuss with Dianne and Peter ; Paul and Jonny to discuss timeline.		JRG	
6.	Lydia to propose an alternative to Staffing Sub for overseeing the HR agenda.		LB	
7.	Development and implementation of Staff Supervision and Appraisal Policy: Jonny . Deadline Sep 2020.		JRG	
8.	Skills audit: Revisit in financial year 2021 / 2.		PH	For Forward Plan

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9.	A broader more active approach to risk review to be implemented: Development Sub and Finance Sub to review top risks and management of mitigation within financial year 2020 / 21. Jonny to seek staff input on risk annually. Board to review Risk Register in six months' time.		CH, JM JRG PH	For Forward Plan
10.	Paul to propose how Risk Register mitigations, Governance Code actions, Forward Plan and Action Log might be coordinated and linked together.		PH	Also consider inclusion of learning from trustee 1:1s
11.	Carla to invite Kate to the next Development Sub mtg.		CH	Complete
12.	Paul to collate learning from one-to-one meetings with Trustees.		PH	
13.	Paul to explore further options and timing of possible recruiting of Trustee/s to enhance the diversity of the Board.		PH	
14.	All to forward any funding ideas to Paul or Jonny.		All	
	BOARD (Fri 1st May 2020) via Zoom			
1.	RECRUITMENT: JRG and PB involve KH in induction process in during appointment process.		JRG / PB / KH	Ongoing
2.	STAFFING: Lydia to pursue HR actions identified in Board meeting of Fri 3rd Apr 2020.		LB	
	LAST MEETING (Fri 3rd Apr 2020) via Zoom			
1.	RECOVERY & SUPPORT AND EMPLOYMENT SUPPORT: A detailed proposal to be provided to Board.		JRG	
	LAST MEETING (Fri 27th Mar 2020) via Zoom			
1.	STAFFING: Look at Government's retention-scheme claim scheme and SSP claim scheme.		Jonny and Lydia	Not considered urgent
	FINANCE SUB-COMMITTEE (10th February 2020)			
	<ul style="list-style-type: none"> Confirmation of new account set up Confirmation of transfer of £25k into reserves 		Ann	

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	25th February 2020			
1.	FUNDING DIVERSIFICATION: agreement of consultancy provider and detailed workplan. Amend the Forward Plan to fit with funding diversification outline plan		JRG PH	Postponed due to pandemic.
2.	CO PERFORMANCE REPORT: Re-establish the Forum.		JRG	
	11th Dec 2019			
1.	Consider development of Staff Wellbeing Policy		Staffing Sub	
2.	Review opportunities for increasing service-user involvement on the board.	tba	Paul and Jonny Martin	Consider with Membership Review