CALDERDALE WELLBEING
Board Meeting Tuesday 14th July 2020 (via Zoom)

MEMBERS PRESENT: Carla Harrison, Freda Davis, Gem Edkins, Jonathan Morrish, Jonathan Stephen, Kate Hallitt, Lydia Blundell, Paul Hunt
IN ATTENDANCE: Deborah Corbyn (Todmorden team), Dianne Darby, Jonny Richardson Glenn, Peter Boyle, Wendy Anderson (notes)

2. Apologies: Naomi Sutcliffe

3. Conflict of interest: none

4. Minutes of meeting, 2nd June 2020. No corrections and agreed as a correct record.

5. Todmorden Project information sharing. Deborah from Tod team gave Trustees an introduction to the team's activities and answered questions from Trustees. Paul thanked Deborah very much for a great introduction touching on an amazing range of activities which included the contributions of approximately 8 to 10 volunteers.

6a. Chief Officer Review. Paul noted the positive year enjoyed by HM, testament to Jonny's leadership – a top-class response to everything even when it was challenging. HM's response to the pandemic has been described to Paul, by a consultant working with a number of local and national voluntary sector organisations as the most impressive account of leadership actions he had personally come across.

Not all of the five objectives set for the Chief Officer have been met yet. Where still relevant for adding value to HM, these have informed the objective for the coming year: robust appraisal and supervision processes; strategic leadership; income diversification.

ACTION: Review Chief Officer progress against objectives December 2020 (PH).

6b. Operational and performance update. Jonny is still working remotely; workshops being developed as well as regular activities. Staff wellbeing remains top priority. Jonny focussing on giving credit for what has been done. Staff have demonstrated considerable creativity.

6c. Emerging from lockdown. Jonny's report demonstrates the complexity that needs to be addressed. A cautious approach is advocated. We need to be responsive to changing scenarios. Peter has led the development of risk assessments. We're moving from a "thinking-about-it" stage to "actively-preparing". Jonny proposed actions for July and August.

The Safespace team is back to working from HM premises. This service faces particular pressures for staff, including emotional acute situation and increased demand. There are also continuing technical pressures, which Peter is addressing. We are not currently having visitors come into Safespace

Jonny is awaiting feedback from rest of staff re proposal for gradual return to office with staggered rota.

We are looking at reintroducing outdoor activities initially. Jonny emphasised the need to take things steadily.

Carla flagged up the need to prioritise staff safety, keeping staff mentally safe as well as physically safe.

Kate noted issues for staff members reliant on public transport. Jonny stressed that coming into the office an option not a requirement.

Lydia suggested interim steps towards office-based working. There are disadvantages of working from home: staff miss coming together for human contact, peer support, collective energy (service users also). Calderdale transmission rates have been low but NHS England and Public Health England bracing for second wave. There is professional concern regarding the easing of restrictions. Royal College of Psychiatrists forecasts a surge in demand.

ACTION: Update to next board of trustees. (JRG).
DECISION: Trustees approved approach and actions for July and August 2020.

6d. Annual leave accrual proposal. The Government has changed law to allow annual leave entitlement to be spread over two years. The proposal seeks to comply with this.

Dianne has noticed those on shorter hours can also be accruing Time Off In Lieu (TOIL) as struggling to get things done within the hours. She has advised her own team to take TOIL as soon as possible.

Jen emphasised importance of HM ensuring TOIL policy is support staff wellbeing.

Paul summarised the key points:

- Health and wellbeing of staff is our priority.
- We need to manage the operational impact.
- We need to recognise the impact of TOIL.
- There is a financial risk if people leave HM with untaken annual leave.
- We need to be legally compliant.

The principle of carrying over annual was agreed leave, but an impact assessment was required before approval in detail.

ACTION: Impact assessment to be undertaken, and proposal brought back to trustee board in September 2020. (JRG).

6e. Safeguarding policy. Di spoke to the proposed updated policy. Jen endorsed the policy. Jen doing annual report for Sept 2020. Freda queried whether safeguarding checks were required for trustees, noting that they are not undertaken. Dianne noted that it had beend discussed previously and deemed necessary only if trustees were working with vulnerable people. Freda felt that trustees may unknowingly have contact with vulnerable service users during social events etc. Kate noted that DBS should be considered if a trustee was going into schools.

Trustees agreed two amendments:

- Rephrase bullet point p3 “Inform service users …..”
- Remove requirement for Trustees to have DBS in light of changed DBS policy.

ACTION: Di, Jen and Paul discuss how we handle DBS and trustees – bring back to future Board meeting. Di to update the policy accordingly. (DD).

6f. King Street office review. Jonny recommended seeking to remain at King Street and to look to extend lease. Jonny will enter negotiations re lease. There may be some leverage re lower rent following improvements to premised carried out by HM. HM has invested £50,000, which represents two and a half times annual rent.

ACTION: Jonny to negotiate lease rental with Bramleys (King Street landlord) and raise any financial risk or opportunity with Paul. (JRG).

6g. Budget 2021/2. Jonathan Morrish noted significant updates since draft version reviewed by the Finance Committee. All costings now included for SS contract.

DECISION: 2021/2 budget approved.

6h. Inclusion Programme update.

DECISION: The Inclusion Programme Mandate, Programme Brief and Programme Definition were all approved.

7a. Development Sub-Committee. Carla presented her cover report and minutes for the meeting of 1st July. It was agreed that Kate Hallitt join the Development Sub, to replace Diz Manning who had left the board of trustees.

DECISION: Kate to attend Development Sub as a member.

7b. Finance Sub-Committee. Jonathan M presented his cover report and minutes for the meeting of 3rd July. There no issues of concern relating to current financial performance. Jonathan led a discussion on the appropriate financial information for routine reporting to board meetings. The next Finance Sub will work on this and then bring recommendations back to the board. Jonathan also proposed a review of financial controls during this financial year. This will be discussed at the next Finance Sub.

ACTION: Finance Sub to recommend routine financial reporting to Board and to develop financial controls. (JM).

8. Safeguarding: nothing requiring board consideration.

9. Chair's Business. Paul has undertaken one-to-ones with all trustees except for Spacey Redman.

ACTION: Paul will engage with internal and external colleagues to promote recruiting to further the diversity of the board. (PH).
ACTION: Paul is further consolidating the action log (Forward Plan; Risk Register). (PH).
ACTION: Review individual actions and update Paul on status. (All).

10. Any other business: none.

Paul thanked everyone. Next meeting Tue 15th Sep 20202.
Meeting closed 1216.