Calderdale Wellbeing Full Board Meeting
DECISION LOG as at 8th September 2020

	What?	Any additional info
	MEETING (Tue 15th July 2020) via Zoom	
1.	Trustees approved approach for emerging from lockdown and associated actions for July and August 2020.	
2.	2021/2 budget approved.	
3.	The Inclusion Programme Mandate, Programme Brief and Programme Definition were all approved.	
4.	Kate Hallitt to attend Development Sub-Committee as a member.	
	MEETING (Tue 2nd June 2020) via Zoom	
1.	Fundraising, Grievance, Recruitment and Lone Working policies were all approved. Absence Management approved subject to removal of sections on maternity, paternity, adoption and menopause leave.	
2.	An MSP (Managing Successful Programmes) approach to be adopted for overseeing delivery of the Diversity and Membership projects.	
3.	The Business Plan 2020/1 was approved.	
4.	The Forward Plan 2020/1 was approved.	
	MEETING (Fri 1st May 2020) via Zoom	
1.	Proceed to appointment of Marketing and Comms Officer by end May subject to unforeseen operational demands.	Recruitment paused following discussion at board, 2nd June and working party review over following days.
2.	Jen Fagan endorsed as board Safeguarding Lead.	
3.	That sickness absence as a result of COVID-19 self-isolation, during and after lock-down, would not count against normal eligibility to sick-pay entitlement within a 12-month rolling cycle. Board of trustees to review this position by October 2020, or when appropriate Government advice is published.	

4.	The board approved the budget for 2020 / 21 as presented in the board pack, Friday 1st May 2020.	
5.	Establish an Inclusion Programme Board, reporting to the board of trustees, which will oversee the Diversity Strategy and Membership Review as two projects. Paul to chair the Inclusion Programme Board, with Jonathan Stephen leading the Diversity project, and Gem Edkins leading the Membership Review project.	
6.	Board meetings 2020: Revised timetable, presented 1st May, was approved.	
	MEETING (Fri 3rd Apr 2020) via Zoom	
1.	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).	
2.	Outline proposal for absorption of Employment Support into Recovery and Support.	Detailed proposal to be brought to board by JRG.
	MEETING (Fri 27th Mar 2020) via Zoom	
1.	DIGITAL: The board agreed that it would meet when required using a digital solution during the period of restricted travel and physical distancing.	This decision will be considered if and when the memorandum and articles of association are reviewed during 2020/21.
2.	SAFESPACE: Go with CCG request for HM to provide service on the remaining 3 evenings a week on temp basis during Coronavirus conditions.	HM's proposal to be considered by CCG SMT w/e 3rd April
3.	STAFFING: Furlough Christine (housekeeper's) role whilst Coronavirus conditions exist.	
4.	SAFESPACE: Submit proposal for 7 days of Safespace in response to CCG tender. Jonathan and Paul to give Trustees summary of key bid elements and to sign off bid on behalf of the board.	Proposal approved PH and JM, and submitted 20th April.
5.	BOARD MEETING VIA ZOOM FRI 3RD APR 2020: Hold	

	further emergency Board Meeting and treat as full Board meeting to include discussion of sub-committee matters.	
	25th February 2020	
1.	£25,000 to be designated as Reserves for 2020 / 21	
2.	The Forward Plan 2020/21 was approved, subject to (Action: PH) inclusion of marketing strategy/plan review.	
3.	The board agreed the outline plan for funding diversification commencing with (Action JRG) agreement of consultancy provider and detailed workplan.	
4.	The board will (Action: PH) recruit additional trustee(s) in order to enhance its diversity and promote succession planning.	New trustee appointed – reported to board, 1st May.
5.	All board papers to use the new format for papers.	Latest version, dated April 2020
	11th December 2019	
1.	ANNUAL REPORT AND AGM: Version circulated to trustees for email agreement was formally approved by board	
2.	PERFORMANCE REPORT / DEVT SUB-COMMITTEE: Any issues which Chief Officer needs to bring to the attention of the Board, for any reason, may be brought to the board through the Chief Officer's report, as well as through the planned agenda.	
3.	FINANCE SUB-COMMITTEE Reserves Policy approved for inclusion in Finance Policy	
	23rd October 2019	
1.	It was agreed not to appoint a new Treasurer but to appoint a Chair of the Finance Sub-committee. Jonathan M agreed to undertake this role, to take formal effect from the AGM.	
2.	Marketing KPIs accepted, and investment for the Marketing Officer agreed for 3 years.	

3.	Review of Marketing initiative planned for 1 year after commencement	
4.	The Charity Code of Governance priorities for 2019/20 were re-agreed, with the removal of Communication Strategy from the action list.	
5.	Chief Officer priorities confirmed: 1. To provide reports and discussion papers 1 week prior to all the Board and Sub-Committee meetings in line with agreed annual cycle and report formats. Demonstrated through 1:1s with Chair. 2. Demonstrate and effectively communicate the impact of HM's projects and services to the Board and other stakeholders. Demonstrated through impact report to board covering all services. 3. To ensure that a robust appraisal and supervision process is understood and implemented throughout the organization. Demonstrated through a) supervision and appraisal policy b) report to board against business plan KPI. 4. To develop a resourced plan for diversifying income and to embed it in the Business Plan for 2020/21. Demonstrated through a) plan to board b) business plan 2020/21.	
	10th September 2019	
1.	Approval of Risk Register (format; population)	Subject to comments in board meeting
2.	Approval of Business Plan, 2019/20	
3.	Establishment of, and recruitment to, second Ops Manager	Target of Nov 19 for appointment
4.	Approval of Disclosure of Interests Policy	All trustees to declare interests through return of pro forma
5.	Approval of timetable for reviewing staffing policies	As amended in meeting
6.	Approval of Finance Policy	
	17th July 2019	

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1.	Approval of Charity Governance Code 2019/20 priorities.	
2.	Approval of Risk Management Approach.	
3.	Approval of Board and Trustee, Project and Team links proposal	
4.	Agreement to receive accounts at October Board, for AGM late October or early November	Date and venue to be arranged
5.	Approval of Finance Sub-Committee terms of reference, subject to amendment of reference to support for minute taking	Amendment required
	4th June 2019	
1.	Approval of Development Sub-Committee proposal: pilot project to re-establish HM Forum + JRG proposal to offer sessionally-paid role to volunteer and to bring more detailed proposal to full Board Wed 17th Jul 2019.	
2.	Approval of Pay Award to bring pay in line with NJC pay-scale, backdated to 1/4/19, to be funded in 19/20 from Kings Fund prize, at a cost of £9,400, and funded thereafter from budget.	
3.	Approval of Chief Officer recommendation that balance (£20,600) of Kings Fund prized to be moved to Unrestricted Funds, pending outcome of Henry Smith and Lloyds applications.	
4.	Approval of Finance Sub-Committee proposal: £10,000 from 18/19 surplus to be moved from Current account to Reserves account.	
5.	Policy approval: Competence and Capability.	Review in 2022.
6.	Policy approval: Disciplinary.	Review in 2022.