

**MINUTES of the Healthy Minds Development Sub-Committee Meeting  
20<sup>th</sup> October 2020, Zoom Teleconference**

**Present (members):**

Jen Fagan (JF), Carla Harrison (CH - Chair) and Paul Hunt (PH)

**In attendance (non-members):**

Jonny Richardson Glenn (JRG - Chief Officer)

**1. WELCOME AND INTRODUCTIONS**

Carla welcomed everyone to the meeting.

**2. APOLOGIES**

Kate Hallitt and Naomi Sutcliffe

**3. DECLARATION OF ANY CONFLICTS OF INTEREST**

None

**4. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting of 22<sup>nd</sup> June 2020 were agreed as an accurate record.

**5. MATTERS ARISING FROM THE MINUTES**

In relation to Item 6 – Risk Register: The need to do a more thorough review of the risk register was raised, rather than just focusing on just the highest risks.

**Action: Next Development Sub-Committee to work through the risk register item by item to consider the detail, including whether ratings had changed and whether further/different mitigation is required.**

**6. CEO REPORT – STRATEGIC DIRECTION**

JRG presented a paper outlining national policy and funding changes which include an expectation that the voluntary and community sector will be fundamental in the delivery of local mental health services. Due to the reputation and professionalism of Healthy Minds, JRG is the VCS representative on the West Yorkshire & Harrogate MH Programme Board – a regional, NHS-led panel determining priorities and future commissioning arrangements.

The committee discussed the potential risks and opportunities that may come from this and agreed that JRG should prioritise this work so that he can act as a system leader locally. We need to ensure that we are clear on what we need to do to maximise benefit

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for the people of Calderdale and Healthy Minds. It was emphasised that we do not want to become 'NHS Lite', but that we should fully engage to explore the potential to become more sustainably funded. JRG confirmed that there was no conflict between this work and the agreed Business Plan, but that the BP may need a refresh on specific items to maximise the benefits and take into account developments that have occurred as a result of our response to Covid19 restrictions.

### **Actions:**

- 1. JRG to bring a paper to the Board providing the background that the Board need and outlining the proposed way forward.**
- 2. JRG to consider any impacts on delivery of the 2020/21 Business Plan, including the delegation of items to Dianne and Peter, and bring an update to the next Development Committee meeting.**
- 3. PH and JRG to agree appropriate communication to staff about the priority of this work.**

## **7. RISK MANAGEMENT – TODMORDEN AND HEBDEN BRIDGE PROJECTS**

JRG presented a paper which outlined the current funding issue with these projects and a number of potential future funding sources. He confirmed that both teams were aware of the issue. The Committee were supportive of committing the small proportion of reserves that would be required to enable the Todmorden project to run until March, in line with the Hebden Bridge project. Decisions on some of the funding applications will be made during the autumn so there would be time for a more informed discussion before the end of the year about actions that would need to be taken if funding was looking unlikely at that stage.

### **Action:**

**JRG to take the recommendation to use unrestricted funds if necessary to extend the Todmorden project to March to the Finance Sub-Committee for further scrutiny in relation to risks and affordability.**

## **8. IMPACT STATEMENTS**

Work is progressing in different ways in relation to the development of Impact information:

- There has been significant development of the systems which capture and provide quantitative data across the projects and services and this is reaching completion.
- A 'case for support' for each service is being developed which will contain concise information, including impact statements so that opportunities to access funding or support for projects can be more easily taken.
- The recruitment of the Marketing and Communications role is now being actioned which will provide capacity to communicate our impact more widely and effectively.

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**Action: JRG to provide an update to the next Dev't Sub Committee 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**

- JF asked whether the Covid19 restrictions and uncertainty were impacting long-term thinking. JRG confirmed that HM are now shaping their delivery around current restrictions and opportunities and are able to look to future needs on that basis. Time Out is the only project that is presenting a significant challenge to ensure that we are delivering value for money when the schools are closed to external visitors, but the team are working hard on overcoming that and continuing to support young people.
- JF provided a short update that effective safeguarding practice was happening during remote working.
- JRG informed the Committee that he had attended a very interesting Cranfield Trust workshop on Resilience which has provided a new perspective. He will be writing up some key points for our consideration.
- JRG updated that the Kings Street lease renewal has been agreed on the same terms. A solicitor is required to finalise the agreement.

**12. DATE OF NEXT MEETING**

The next meeting should take place in December once the AGM has taken place.