MINUTES of the Healthy Minds Development Sub-Committee Meeting
27th January 2021, Zoom Teleconference

Present (members):

Jen Fagan (JF), Kate Hallitt (KF), 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, and thanked Emma Eckersley for setting up the meeting for us.

2. APOLOGIES

Naomi Sutcliffe

3. DECLARATION OF ANY CONFLICTS OF INTEREST

None

4. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 20th October 2020 were agreed as an accurate record.

5. MATTERS ARISING FROM THE MINUTES

Nothing that wasn't covered on the agenda.

6. CEO REPORT

JRG provided a verbal update on the funding position in relation to the Hebden Bridge and Todmorden services. CFFC have provided some short-term funding which will provide enable the services to continue until June by which time there will be a longer term plan based on the funding decisions of the Environment Agency.

The Calderdale Flood Action Plan has mental health resilience targets, and JRG has made it clear to all interested parties that funding would be required to support that work and meet their stated targets.

The Committee confirmed that JRG has delegated operational authority to ensure that projects are managed within available budgets which includes, if necessary, the authority to consult with staff and implement a redundancy process.

A decision can be made based on all available information in May to allow time for any necessary consultation. Depending on the complexity of the decision this can be made by JRG (e.g. if no funding at all, then closure of service), by JRG and the Board Chairs (PH, CH and Jonathan Morrish) meeting to consider priorities, risks and finance, or by an emergency meeting of the Board if it is felt necessary at that meeting.

JRG also updated on other services that will require funding this year. The committee briefly discussed the changing funding environment and possible implications for HM and agreed that a wider Board conversation would be valuable as we potentially enter a period of contraction across the sector, whilst demand for MH services continues to increase.

Actions:

1. **CH to seek Board approval of the outlined Todmorden and Hebden Bridge decision making process and delegations.**
2. **JRG to continue to manage communications with affected staff, and to check any wording/messaging with Lydia Blundell as appropriate.**
3. **PH to include a Board agenda item early 21/22 to consider continuity and change – funding longer term.**

7. RISK MANAGEMENT

The committee worked through the Risk Register to consider the current controls and ratings, and agree further mitigation required. Reporting dates were assigned to those risks which had the largest gap between their risk score and the residual risk score with the mitigation in place.

Action:

1. **PH to update the Risk Register and circulate to the Board members.**

8. IMPACT STATEMENTS

JRG reported that work continues on generating impact information and confirmed that the systems are beginning to work well and that information is beginning to be regularly inputted by the different services. There are a small number of services that are not yet inputting information to a consistently high standard, but it is an improving picture.

It was agreed that the impact information/case for support for one service (probably Recovery and Support) would be presented at the next meeting so the committee can understand how this will meet governance requirements and can consider how the can be used most effectively be widely understood.

It was noted that the Marketing Officer role has now been recruited and will be in place from the beginning of March, and that this impact information will be vital in our communications and marketing work. JRG also updated that a Community Fundraising role 1 day/week is also being considered to compliment the Marketing role.

Action:

1. **JRG to provide an example of the Impact Information for one service to the next Dev't Sub Committee meeting.**

9. REPORT ON BUSINESS PLAN

There was no report on the Business Plan (BP) to this meeting. It was agreed that the current BP will continue into 21/22 without significant change, but that it will be reviewed and circulated in advance of the next meeting.

Action:

1. **JRG to review the BP and ensure it's appropriateness to meet strategic objectives in 2021/22.**

10. ANY OTHER BUSINESS

None

11. DATE OF NEXT MEETING

The next meeting should take place midway between the next two Board meetings.