HEALTHY MINDS DRAFT BOARD FORWARD PLAN 2020/21

Prepared by: Paul Hunt Date: 24th February 2021 Agenda no: 05 8

Purpose of the paper

To gain Board approval for the Board Forward Plan 2021/22.

Background and context

The Board developed a Forward Plan for 2020/21 at the end of the 2019/20 business year, and amended that Forward Plan in June 2020. The Forward Plan was used in 2020/21 to structure board agendas.

Where are we now?

The Forward Plan has been refreshed for 2021/22 standard business year.

What are the key issues?

The draft Forward Plan 2021/22 has been developed prior to formal approval of 2021/22 Business Plan.

Several items were noted in 2020/21 for consideration in a future year:

- Board open agenda meeting.
  Should this replace one of the planned meetings, or be an additional meeting?

- Complaints policy. [1]
- Board Code of Conduct.
- Emergency Planning / Business Continuity.
- Board transparency.

What is asked of trustees?

Review of Forward Plan, pending sign off of Business Plan and pending decision on items for consideration in a future year.

Finance

There are no financial implications as a consequence of this paper.

Recommendation

The board is asked to recommend amendments to the draft Forward Plan 2021/22.

[1] See https://www.gov.uk/government/news/every-complaint-about-charities-matters-charity-commission-urges-charities-to-listen-and-learn-when-they-receive-complaints?utm_source=c1977bae-68a4-4bd1-b462-82feac5336b6&utm_medium=email&utm_campaign=govuk-notifications&utm_content=weekly (press release) and https://www.gov.uk/government/publications/every-complaint-matters-a-thematic-review-of-complaints-about-charities/every-complaint-matters-a-thematic-review-of-complaints-about-charities (publication).

Appendix 1 Board Forward Plan 2021/22

Date	Routine agenda items	2020/21 specific items
Feb/March 24/2/21	• Business Plan – for approval [Jonny] • Budget – for approval [Jonathan M] • Reserves Requirement – for approval [Jonathan M] • Board Forward Plan – for approval [Paul]	• Standards for Health – assessment outcome [Di] • Funding strategy: outline [Jonny] • Financial controls 2021/22 [Jonathan M]
April 20/4/21	• Safeguarding, HR and non-HR Policy review programme [Peter] • Confirmation of safeguarding lead [Paul] • Confirm Business Plan as reviewed by Devt Sub [Carla] • Confirm Budget as reviewed by Finance Sub (Jonathan M]	• EEDI/Membership programme update [Paul] • Standards for Health action plan [Di] • Funding Strategy [Jonny]
May/June 9/6/21	• Receive revised Forward Plan as reviewed by Devt Sub [Carla] • Charity Governance Code Self-Assessment – for discussion – [Paul] • Annual full review of Risk Register – for discussion [Paul]	• Impact report update [Carla]
July 20/7/21	• Report following Chief Officer annual review – for information [Paul] • Updated Safeguarding, HR and non-HR Policies – as scheduled in April meeting [Peter] • Priorities for Board development for update or development – for discussion [Paul]	• Standards for health action plan update [Di]

Date	Routine agenda items	2020/21 specific items
September 22/9/21	• Confirmation of long-term strategy remaining fit and appropriate – for approval [Paul] • Update to Marketing Strategy and Plan – for discussion [tbc] • Annual review of internal financial controls, based on CC8 [Jonathan M] • Annual Report, Independent Examiner and AGM arrangements – for discussion [Paul]	•
November 2/11/21	• Update to disclosure of interests register – for information [Paul] • Annual safeguarding report [Jen] • Annual Report and Annual Accounts – for approval [Paul/Jonny/Jonathan M] • Recommendation to AGM of Independent Examiner – for approval [Jonathan M]	•
December 15/12/21	• AGM feedback [Paul] • Board meeting dates to end of next financial year – for information [Paul] • Charity Governance Code Self-Assessment – for discussion [Paul]	•
Feb/March 22/2/22	• Business Plan – for approval [Jonny] • Budget – for approval [Jonathan M] • Reserves Requirement – for approval [Jonathan M] • Board Forward Plan – for approval [Paul]	•