

**Calderdale Wellbeing ACTION LOG**  
as at 24<sup>th</sup> April 2020

Live actions

	What?	By when?	Who?	Comment?
	<b>LAST MEETING (Fri 3<sup>rd</sup> Apr 2020) via Zoom</b>			
1.	GUIDANCE: All trustees asked to review the NCVO and Charity Commission guidance, as per links in the Business Continuity paper. JM and FD in particular to consider the sections with a focus on finance.		All / JM and FD	
2.	DEVELOPMENT SUB: CH to set up Devt Sub, to consider: Business Plan; bearing in mind NCVO advice; Impact Report; 2020/21 specific items (development, timescales, presentation to board). [Chair's Business] Devt Sub to advise on changes to Forward Plan.		CH  PH	Monday 27 <sup>th</sup> April
3.	FINANCE SUB: JM to set up Finance Sub, to consider 2020/21 Budget, and other items, as required (completion, timescales, presentation to board). PH to forward deadlines and, as appropriate, material re SafeSpace procurement to JM		JM  PH	Friday 20 <sup>th</sup> April
4.	MARKETING SUB: KH liaise with PB on use of best practice, e.g. Cancer Research newsletter, on development of our own e-newsletter. KH liaise with PB, as necessary, on development of profile on LinkedIn. JRG to make progress on recruitment to Marketing and Communications Officer, as capacity and technology permits i.e. slower trajectory, rather than pause in recruitment. JF and KH to assist with shortlisting of Marketing and Communications Officer role.		KH  KH  JRG  JF and KH	
5.	STAFFING SUB: LB liaise with JRG on HR issues debated		LB	

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	at board, and any others, as require (contingency arrangements, in event of unavailability of JRG or other member of senior team, or specialist function; staff wellbeing arrangements). LB to make recommendation of change to contract, so as to exclude COVID absence from counting towards full/half-pay absence allowance. PH to confirm job security to staff, in his post-board note to staff.		LB  PH	Paper to board, 1 <sup>st</sup> May  Included in note to staff, 3 <sup>rd</sup> Apr
6.	RECOVERY & SUPPORT AND EMPLOYMENT SUPPORT: A detailed proposal to be provided to Board.		JRG	
7.	ACTION LOG AND DECISION LOG: Amendments and updates to be provided to PH.		All	
	<b>LAST MEETING (Fri 27<sup>th</sup> Mar 2020) via Zoom</b>			
1.	STAFFING: Look at Government's retention-scheme claim scheme and SSP claim scheme.		Jonny and Lydia	Not considered urgent
2.	COMMUNICATIONS WITH WORLD IN GENERAL: Review whether or not website needs to carry stronger Coronavirus messaging.		Jonny	
3.	POLICIES: Review Sickness Policy and contractual terms to ensure fitness for coping in current pandemic.		Lydia and Peter	Paper to board, 1 <sup>st</sup> May
4.	SUB-COMMITTEE ISSUES: Chairs to forward items for discussion at Fri 3 <sup>rd</sup> Apr meeting to Paul.	Wed 1 <sup>st</sup> Apr	Carla, Jonathan M, Kate and Lydia	Complete
5.	COMMUNICATIONS BOARD TO STAFF: Convey the Board's thanks to all staff during this time.		Paul	Complete
	<b>FINANCE SUB-COMMITTEE (10<sup>th</sup> February 2020)</b>			
	<ul style="list-style-type: none"> <li>Confirmation of new account set up</li> <li>Confirmation of transfer of £25k into reserves</li> </ul>		Ann	
	<b>25<sup>th</sup> February 2020</b>			

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1.	POLICY REVIEW: PB to bring updated policies, plus new fundraising policy, to next meeting of the board.		PB	Board agenda, 1 <sup>st</sup> May
2.	BUSINESS PLAN: JRG and Devt Sub to continue to work on business plan, for board approval on 22nd April		JRG / CH	Devt Sub meeting 27 <sup>th</sup> April – delayed due to pandemic
3.	BUDGET 2020/21: Ann Dower and Finance Sub to finalise budget, including reserves, for board approval on 22nd April. Finance Sub to consider finance information to be provided to the board, and frequency of presentation.		(Ann Dower) and JM  JM	Finance Sub meeting 17 <sup>th</sup> April. Board agenda, 1 <sup>st</sup> May.
4.	FORWARD PLAN: Inclusion of marketing strategy/plan review		PH	Referred, following pandemic, to Devt Sub, meeting 27 <sup>th</sup> April.
5.	MEMBERSHIP REVIEW AND DIVERSITY STRATEGY: options for membership and diversity to board		PH, MR, JS	PH proposing formalising oversight through Programme Board.
6.	FUNDING DIVERSIFICATION: agreement of consultancy provider and detailed workplan. Amend the Forward Plan to fit with funding diversification outline plan		JRG  PH	Postponed due to pandemic.
7.	CO PERFORMANCE REPORT: Re-establish the Forum.		JRG	
8.	CHAIR'S BUSINESS: Add Forum risk to risk register. Develop finance literacy development proposal, to support request to Lloyds. Recruit additional trustee(s) during 2020/21 in order to enhance its diversity and promote succession planning.		PH PH  PH	New trustee (succession planning) appointed.
9.	SAFEGUARDING:			

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	Speak with JF regarding the Trustee safeguarding role. Paper to next meeting re safeguarding in general: what is it, what is required of HM, board safeguarding lead, training and support to lead.		PH DD	JF willing to continue. Board agenda, 1 <sup>st</sup> May
	<b>11th Dec 2019</b>			
1.	AGM 2018 / 2019 Wed 15 <sup>th</sup> Jan: Book Causey Hall [POST MEETING NOTE – Date revised to 5 <sup>th</sup> February]		Wendy	
2.	Equality, Equity, Diversity and Inclusion Strategy: Discuss how to progress JS scoping paper. Online Survey: Share link to this. Utilise Forum for inclusive approach to Strategy Development		Jonny, Paul and JS Jonny Jonny	The staffing arrangements for leading the Forum have fallen through.
3.	POLICIES: Re Equality, Diversity and Inclusion Strategy, meet to discuss ramifications for membership.		Paul, Jonny, Jonathan S and Martin	Postponed until early 2020, following commencement of 2 <sup>nd</sup> Ops Manager
4.	QUALITY FOR HEALTH: Trustee meet with Dianne to complete governance section.		Dianne and Jen	Ready for submission, 6 <sup>th</sup> Feb
5.	TRUSTEE INDUCTION: Progress against gap analysis: Review progress, 2 <sup>nd</sup> half of 2020. Link to HM main leaflet, providing project summaries.		Paul / All All Jonny	Add to Forward Plan
6.	DATES BOARD MEETINGS 2020: Put on website.		Paul	Done
7.	RECRUITMENT: Marketing and Comms Forward University Job Description and Person Spec Work up and advertise HM Job Descr and Person Spec		Lydia Jonny	Done Feb recruitment
8.	TRAINING: Suicide Awareness Info to staff and vols re 20-min zero suicide training online (recommended by Naomi)		Jonny	Done – in house training underway

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	Notify JRG when Safe Talk training available.		Naomi	
9.	FINANCE Discuss Reserves requirement for 20/21 at next Board Finance Policy to be updated so as to include Reserves Policy		Jonathan M  Paul	
10.	CHAIR'S BUSINESS:			
	Broaden risk 17 to include design of our services.		Paul	Done

Older actions retained in action log

	What?	By when?	Who?	Comment?
11.	AGM: Research alternative independent examiners for Annual Report and Financial Statement for year 2020 / 21, and make recommendation/present options to AGM.		Jonathan M and Ann	
12.	AGM: Review AGM arrangements against Memorandum and Articles of Association; consider inclusion of Charity Code of Governance actions in Annual Report.		Paul	Some elements will need to proceed according to recent custom and practice, with addressing these elements to follow the AGM
13.	RISK REGISTER: Add risks relating to Bloom organisation and Diversity		Paul	Done
14.	NON-HR POLICIES: Identify priority for updates.		Jonny	JRG spoken with PB to commence tidying

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15.	Consider development of Staff Wellbeing Policy		Staffing Sub	as part of upload to cloud, and assist with prioritisation
16.	Lessons learned review regarding Strategy, Risk Register and Business Plan development		Dev Sub	Done
17.	Review of Membership Model	Postponed to early 2020	Martin	
18.	Assess competencies / training needed to enhance Safeguarding.	30 <sup>th</sup> Aug 2019	Naomi	
19.	Review opportunities for increasing service-user involvement on the board.	tba	Paul and Jonny Martin	Consider with Membership Review

**Key dates**

- Wednesday 5<sup>th</sup> February 2020 - AGM
- Friday 14<sup>th</sup> February – board papers for next board to Paul and Wendy
- Tuesday 18<sup>th</sup> February – board papers circulated
- Tuesday 25<sup>th</sup> February – board meeting

**Advance notice of items planned for following meetings of the board**

- Feb – potential papers/agenda items
  - Team Information Sharing – Team to be agreed
  - AGM Feedback and Review
  - Reserves Requirement for 2021/22

## Calderdale Wellbeing ACTION LOG as at 24<sup>th</sup> April 2020

- Board 2020/21 Planning Cycle
- Performance Report
- Budget 2020/21
- Business Plan 2020/21
- Lessons Learned Review from Devt Ctee on alignment of Strategy, Business Plan, Risk Register, Budget
- April
  - Membership Review
  - Equality, Diversity and Inclusion Strategy progress update
- TBA
  - Risk Register review
  - Trustee Induction Gap Analysis Progress Review
  - Charity Code of Governance Progress Review

### Recently removed actions

	What?	By when?	Who?	Status?
	CHIEF OFFICER REPORT, Dec 2019 Submit peer support proposal to VAC Write to CCG seeking timeline for Safe Space funding and procurement		Jonny Paul	
	PROJECT TEAMS: Decide who to invite to do presentation at beginning of next Board meeting		Jonny and Paul	Business as usual
	FINANCE: Fix date of AGM (2 <sup>nd</sup> week of January proposed) and speak with current independent examiner re timescales for completion of current/future reports.		Jonny and Paul	

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	TRUSTEE INDUCTION: Produce gap analysis – scoping paper v current Trustees page and associated current material.		Carla	
	Review of Admin roles		Jonny and Di	
	QUALITY STANDARDS FOR HEALTH: Update to next Board meeting.	Board meeting Wed 4 <sup>th</sup> Dec	Di	
	BOARD MEETING: Postpone to 11 <sup>th</sup> Dec; venue, Causey Hall.		Paul and Wendy	Causey Hall booked.
	STAFFING SUB: Date tbc – Naomi to liaise with Lydia		Naomi	
	Trustee Declarations of Interest	Urgent	Trustees who have not yet forwarded their Declaration to Paul	