

**Calderdale Wellbeing Full Board Meeting
DECISION LOG**

	What?	When	Any additional info
	11 th December 2019		
1.	ANNUAL REPORT AND AGM: Version circulated to trustees for email agreement was formally approved by board	11 th Dec 2019	
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		
	23 rd 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.	23 rd Oct 2019	
2.	Marketing KPIs accepted, and investment for the Marketing Officer agreed for 3 years.	23 rd Oct 2019	
3.	Review of Marketing initiative planned for 1 year after commencement	23 rd Oct 2019	
4.	The Charity Code of Governance priorities for 2019/20 were re-agreed, with the removal of Communication Strategy from the action list.	23 rd Oct 2019	
5.	Chief Officer priorities confirmed:	23 rd Oct 2019	

Calderdale Wellbeing Full Board Meeting DECISION LOG

	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>		
	10 th September 2019		
1.	Approval of Risk Register (format; population)	10 th Sep 2019	Subject to comments in board meeting
2.	Approval of Business Plan, 2019/20	10 th Sep 2019	
	Approval of Business Plan, 2019/20	10 th Sep 2019	
3.	Establishment of, and recruitment to, second Ops Manager	10 th Sep 2019	Target of Nov 19 for appointment
4.	Approval of Disclosure of Interests Policy	10 th Sep 2019	All trustees to declare interests through return of pro forma
5.	Approval of timetable for reviewing staffing policies	10 th Sep 2019	As amended in meeting

**Calderdale Wellbeing Full Board Meeting
DECISION LOG**

6.	Approval of Finance Policy	10 th Sep 2019	
	17 th July 2019		
1.	Approval of Charity Governance Code 2019/20 priorities.	17 th July 2019	
2.	Approval of Risk Management Approach.	17 th July 2019	
3.	Approval of Board and Trustee, Project and Team links proposal.	17 th July 2019	
4.	Agreement to receive accounts at October Board, for AGM late October or early November	17 th July 2019	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	17 th July 2019	Amendment required
	4 th 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 17 th Jul 2019.	4 th June 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.	4 th June 2019	
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 th June 2019	
4.	Approval of Finance Sub-Committee proposal: £10,000 from 18/19 surplus to be moved from Current account to Reserves account.	4 th June 2019	

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5.	Policy approval: Competence and Capability.	4 th June 2019	Review in 2022.
6.	Policy approval: Disciplinary.	4 th June 2019	Review in 2022.