

MINUTES of the Healthy Minds Development Sub-Committee Meeting
30th January 2020, HM office

Present (members):

Carla Harrison (CH - Chair), Paul Hunt (PH), Diz Manning (DM), Martin Roberts (MR) and Naomi Sutcliffe (NS)

In attendance (non-members):

Peter Boyle (PB – Operations Manager) and Jonny Richardson Glenn (JRG - Chief Officer)

1. WELCOME AND INTRODUCTIONS

Carla welcomed everyone to the meeting.

2. APOLOGIES

Jen Fagan

3. DECLARATION OF ANY CONFLICTS OF INTEREST

None

4. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 14th November 2019 were agreed as an accurate record.

5. MATTERS ARISING FROM THE MINUTES

Item 6 – MR had previously informed the Board about a MHUK schools programme that Lloyds are sponsoring and which will be rolled out in Calderdale. JRG reported that he had raised the issue at the Task Force meeting but no one was aware of it.

Actions:

- MR to find more information about the roll out of the MHUK schools programme and share with JRG.

In advance of the meeting DM had made some suggestions relating to reviewing and updating the Strategy. It was agreed that although the suggestions would add value, the current version is a 3 year strategy that was only agreed last year, and that whilst it remains good enough the timing is not right for a review. PH noted that the suggestion relating to reaching Calderdale's populations should be addressed through the Diversity, Equity, Equality and Inclusion Strategy that is currently under development.

6. CHIEF OFFICER REPORT

JRG had circulated a report in advance. The following issues were discussed:

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6.1 Work on the Forum has come to halt due to the absence of a person to manage it. It was agreed that work on the Forum was a strategic priority to enable us to be user led, and that actions needed to be taken to maintain momentum. It was suggested that Tamsin could support/mentor someone coming in, in terms of her understanding of the vision.

Actions:

- MR to explore the possibility of a student placement, at least to develop a plan, but with a view to a year's placement
- JRG to further explore the possibility of volunteer development.
- JRG to aim at a June Forum event

6.2 JRG reported how we had been awarded funding for the Peer Support in Crisis Service, following the CCG's service spec being unworkable and them accepting a challenge and alternative proposal from Healthy Minds. This was a milestone as it illustrates changes in our relationship with the CCG as they looked to us to shape the service to ensure a good service and outcomes for our community.

7. PLANNING FOR 2020/21

The Business Plan (BP) for 2020/21 should be agreed for the start of the Healthy Minds year – April to March. As the current BP was only agreed in the autumn, it was agreed that it did not need a significant overhaul, but that the following updates would be made by JRG:

- Clear numbering/referencing of strategic objectives and outputs.
- Outputs that have been completed should be removed from the BP
- Any new planned outputs should be included
- The Finance Committee to be asked whether there are any Finance KPIs that should be included.
- JRG and PB to make a recommendation on the level of detail to be included in the BP in Priority 4. Can/How can this be used to demonstrate the importance and impact of 'doing what we do'? At a minimum the measures should include "All projects/services have Operational Plans" and "All projects are delivering against their KPIs".
- Consider how frequently the Board required a review of the BP's KPIs.
- Updated draft to be provided to PH for board papers by 14th February; include proposed updates for Priorities 1 to 3, and placeholders for Priority 4 updates

8. IMPACT MEASUREMENT AND COMMUNICATION

All members had looked at the NCVO recommended Inspiring Impact website, in advance of the meeting. All agreed it looked useful, that there are improvements that we would like to make in defining the impact we want to make and measuring that impact, but that there wasn't currently capacity to undertake the full review suggested by Inspiring Impact. JRG reported that work is moving forward on the database and that staff are becoming more bought into collecting evaluation information, so it is becoming

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easier to report impact. Questions were raised about whether we are measuring the right things (or just the things that funders want us to measure/report), and what we do with the information we gather.

Actions:

- MR to explore the possibility of a student to do some introductory thinking and work on this
- CH to keep on the agenda for this committee

9. FUTURE FUNDING BIDS, QUALITY MARKS OR AWARD SUBMISSIONS

JRG reported that the application and evidence for the Quality for Health quality mark is on track to be uploaded next week, following a massive effort from Dianne. All thanked Dianne for all her work on this.

10. GOVERNANCE DEVELOPMENT

PH confirmed that this is currently being handled at Board level, and it was noted that Finance skills/confidence had been highlighted earlier in the meeting as a priority for the whole Board.

11. ANY OTHER BUSINESS

None

12. DATE OF NEXT MEETING

The next meeting will involve review of the BP with a view to recommending it to the Board on 22nd April. The meeting should, therefore, take place end of March/beginning of April.

Action:

- CH to circulate possible dates for a consensus.