

Calderdale Wellbeing ACTION LOG
as at 18th February 2020

Actions added at or since last meeting of the board

	What?	By when?	Who?	Comment?
	LAST MEETING (11 th Dec 2019)			
1.	AGM 2018 / 2019 Wed 15 th Jan: Book Causey Hall [POST MEETING NOTE – Date revised to 5 th 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 nd Ops Manager
4.	QUALITY FOR HEALTH: Trustee meet with Dianne to complete governance section.		Dianne and Jen	Ready for submission, 6 th Feb
5.	TRUSTEE INDUCTION: Progress against gap analysis: Review progress, 2 nd half of 2020. Link to HM main leaflet, providing project summaries.		Paul / All All Jonny	Add to Forward Plan

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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) Notify JRG when Safe Talk training available.		Jonny Naomi	Done – in house training underway
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](#)

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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 as part of upload to cloud, and assist with prioritisation
15.	Consider development of Staff Wellbeing Policy		Staffing Sub	
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 th Aug 2019	Naomi	

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19.	Review opportunities for increasing service-user involvement on the board.	tba	Paul and Jonny Martin	Consider with Membership Review

Key dates

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

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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 nd week of January proposed) and speak with current independent examiner re timescales for completion of current/future reports.		Jonny and Paul	
	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 th Dec	Di	
	BOARD MEETING: Postpone to 11 th Dec; venue, Causey Hall.		Paul and Wendy	Causey Hall booked.
	STAFFING SUB: Date tbc – Naomi to liaise with Lydia		Naomi	

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	Trustee Declarations of Interest	Urgent	Trustees who have not yet forwarded their Declaration to Paul	
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