

Board Meeting Minutes

Monday 18th October 2021
MS Teams

In attendance:	Shaun McElheron (SMc) John Ainley (JA) Helen Barker (HB) Tim Broadley (TB) Denise Gould (DG) Hannah Parry-Payne (HPP)	Executive Board Member Acting Chair Executive Board Member Executive Board Member Executive Board Member Executive Board Member Executive Board Member
	Helen Henderson-Spoors (HHS) Tammi Cooke (TC)	CEO Office Manager
Apologies:	Helen Aldridge (HA)	Staff representative

ACTION

1.	<p>Welcome and apologies:</p> <p>TB, DG and HPP introduced themselves as newly recruited members of the HWD board. They subsequently left the meeting whilst they were officially proposed.</p>	
2.	<p>Proposed appointments to the Board:</p> <p>-HB proposed TB, DB and HPP be formally appointed to the HWD board. This was seconded by JA</p> <p>-TB, DG and HPP were accepted and welcomes as HWD trustees and were invited to rejoin the meeting.</p>	
3.	<p>Minutes and matters arising:</p> <p>Minutes agreed as a true reflection of the meeting that took place on 9 August 2021.</p> <p>Matters arising:</p> <p>-Agenda item 2: Following a discussion regarding extending the notice period of key staff members it was agreed that it was not necessary to adopt an extended notice period</p> <p>-Agenda item 6: In terms of organisational resilience, board members were asked to email any ideas/suggestions for retention incentives to TC within a week for discussion and consideration at forthcoming Fiance & Audit (F&A) subgroup meeting</p> <p>-Other actions were either confirmed as completed or were discussed and minuted accordingly below.</p>	BOARD MEMBERS
4.	<p>Board recruitment - interviews and induction:</p> <p>-SMc & HHS to have a separate discussion around programming inductions for the newly appointed</p>	SMc/HHS

	<p>board members</p> <p>-Induction to include opportunity for feedback on interview process.</p>	
5.	<p>CEO's report:</p> <ol style="list-style-type: none"> 1. Contract position HWD: <ul style="list-style-type: none"> -HWD is required to report on a quarterly basis to Derbyshire County Council (DCC) against a matrix of requirements to monitor performance. For reference, board members will be copied into this submission for information -The current HWD contract is due to end at the end of September 2022 -The tender for the reprocurement of the contract is due to go live in May 2022 -A soft market test process was carried out in May 2021, the HWD submission was submitted on 21 May 2021. HWD was made aware that other credible providers had expressed an interest in delivering the contract, hence the necessity to go forward to a full tender process -HHS confirmed that preparation for this submission is being considered and she will seek support and advice from board members with experience in this process. 2. Contract position Mental Health Together (MHT): <ul style="list-style-type: none"> -MHT is the mental health engagement service arm of HWD. This is not a statutory service and is jointly funded through Health and Adult Care -Additional funds have been received to provide communication around the mental health transformation work which has resulted in further recruitment to MHT -Two appointments have been made for Engagement Officers in this respect, Kate Moore and Jaye Richardson who commence on 1 November on 29 November respectively. 3. Operational update: <ul style="list-style-type: none"> -Workplan table for reference. This document is generally overseen by the Information, Intelligence and Action (IIA) subgroup -Staffing: <ul style="list-style-type: none"> o MHT growth as detailed above o Hannah Morton has recently left her role as Insight & Intelligence Manager. In general she oversaw the engagement activity, supervised the engagement team (four members) and managed the information sharing process. Additionally, she led on the IIA subgroup o Recruitment will commence to Hannah's role around mid November with a view to having a replacement in post by early January. 4. Subgroups: <ul style="list-style-type: none"> -There are three active subgroups, the Finance & Audit (F&A), the Governance and the IIA group -Forthcoming meeting dates: <ul style="list-style-type: none"> o F&A: Monday 22 November at 0930. Chair - position currently vacant o Governance: Monday 22 November at 1100. Chair - position current vacant (The meetings of these two groups always run consecutively) o IIA: Date to be determined. Chair - SMC -As part of the induction process for new board members SMC suggested that each 	

	<p>member attends each subgroup meeting at least once to get a feel for each meeting and asked for expressions of interest if anyone is interested in leading on either the F&A or Governance group</p> <p>-HPP expressed interest in becoming the lead on the Governance subgroup</p> <p>-The IIA subgroup is deemed to be the driver of the organisation in contributing towards the setting of work streams and it was agreed, at the suggestion of HB, that a 'planning meeting' takes place as soon as possible with previous/existing IIA subgroup members to discuss and collate thoughts on the functioning of this group going forward.</p>	<p>NEW BOARD MEMBERS</p> <p>TC (circulate date when set)</p>
6.	<p>Risks:</p> <p>Risk and Opportunities Register:</p> <p>-The latest version of the register tabled for reference</p> <p>-Each risk is categorised using a red, amber, green (RAG) rating and is broken down into the risks relevant for each subgroup for oversight. The register is then referred for consideration to each board meeting</p> <p>-Low level risk (green risks) are moved onto a separate register and the status of each risk is reviewed annually at a Board meeting. This process last took place on 9 August 2021</p> <p>-It was felt that the status of the loss of staff risk (item 7.6) should be changed to remain as a permanent red risk (currently amber)</p> <p>Health and Safety/Safeguarding:</p> <p>-TC advised that a revised risk assessment has been shared with all staff members in terms of office operating procedures to reflect the changes in Covid regulations in the workplace</p> <p>-ID badges are currently being sourced by TC.</p>	<p>HHS</p> <p>TC</p>
7.	<p>Any other business:</p> <p>-HPP asked if any stats existed reflecting risk in order to assist with assessing the risk levels, i.e. around staff turnover</p> <p>-HHS advised that assurance is provided through the subgroups with each subgroup chair presenting a brief report at each board meeting highlighting any areas on concern in this respect.</p>	
8.	<p>Confidential items:</p> <p>-Minuted separately.</p>	
9.	<p>Date of next scheduled Board meeting (venue TBC) Monday 13th December 2021 at 1pm.</p>	

ACTION LOG:

Agenda item no	Action	Who by	When
3	Board members to submit ideas for retention incentives	Board Members	Within one week
4	Programme inductions for new board members	HHS/SMc	ASAP
5 (4)	New board members to attend at least one of each subgroup meeting	New	F&A/Gov

		board members	dates shared
5 (4)	TC to circulate dates of forthcoming IIA meetings	TC	When available
6	Amend status of staffing level risk (7.6) to red	HHS	Immediately
6	TC sourcing new ID badges	TC	ASAP