

Restless Development

Report on Trustee Meeting, 26th April 2016

Attendance

Attendance is reflected in the following table. Members of the [International Board of Trustees](#) are listed in the left; [Senior Management Team](#) members are listed on the right. The meeting was chaired by Martin Hayman, chair of the Board of Trustees. The meeting was held at the Restless Development offices in London, UK. Apologies were received from Jenny Duvalier, Affan Cheema, Jon Gorrie, Paul Owers and Jim Sewell. In Mark Nowotny's absence, Alex Kent (UK Director) also joined the meeting.

Meeting Dates	28 Apr	28 Jul	15 Sept	07 Dec	26 Jan	21 Apr	26 Apr		28 Apr	28 Jul	15 Sept	07 Dec	26 Jan	21 Apr	26 Apr
Hannah Bronwin	<input checked="" type="checkbox"/>	●	●	●	●	●	●	Ed Francis	●	●	●	●	●	○	○
Jenny Duvalier	○	○	●	●	●*	●	○	Nik Hartley	●	●	●	●	●	●	●
Affan Cheema	<input checked="" type="checkbox"/>	●	●*	●	●	●	○	Gemma Graham	○	●	○	○	●	●	●
Jon Gorrie	●	●	●	●	●	●	○	Perry Maddox	●	●	●	●	●	●	○
Sarah Greenhall	●	●	●	●	●	●	●	Kate Muhwezi	●	●	●	○	●	●	●
Martin Hayman	●	●	●	●	●	●	●	Mark Nowotny	●	●	●	●	●	○	○
Saffi Jones	●	●	●*	●	●*	●	●	Ben Sheahan	●	●	●	●	●	○	●
Tom Kabuga	○	●	●	●*	●	●	●*								
Carol Monoyios	●	●	●	●	●	●	●								
Mathew Otubu	●	●	○	●	●*	●	●								
Paul Owers	●	○	●	●	●	○	○								
Jim Sewell	●	●	●	○	●	●	○								
Myles Wickstead	<input checked="" type="checkbox"/>	●	●	●	●	●	●								
Aamirah Patel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	●	●								

● In attendance
Phone/Skype

○absent/apologies

Not a Trustee/Resigned

*Via

Minutes & Matters Arising

The minutes and actions from the last meeting were agreed. Matters arising were covered by the meeting.

CEO Report

Nik Hartley opened his report by highlighting the success of recent fundraising initiatives including triathlon events held in London and a successful multi-year grant from the NOVO Foundation in the USA. He updated the board on recent events that had taken place, including the strategy conference in Uganda and also updated the board on upcoming events, including our participation in the World Humanitarian Summit (WHS) in May. The CEO then provided the following updates to the Board on two recent isolated incidents in Sierra Leone and Tanzania.

The CEO updated the Board on a confidential issue, the facts of which were still being established. The Chair noted that, given our confidentiality undertaking to third parties, no minute could be publicly reported for the time being.

In Tanzania, the CEO reported that Restless Development have been subject to a serious theft of at least £30k by an employee who committed cheque fraud over a period of time and circumvented our financial controls. Since being uncovered, the Tanzania Leadership Team, supported by the International Finance Director, has been active in investigating and engaging with DfID and Sida, our main in-country partners. Our Director, Head of Operations and International Senior Finance Manager have led the investigation and are now developing a series of follow-up actions in Tanzania to ensure

that not only can this not happen again but also that we can clearly demonstrate that our financial controls are working, are robust and reliable.

Ben Sheahan noted that he is working closely with Martin Hayman, Chair of the Board, and Jon Gorrie, Finance and Audit Trustee Lead, on both incidents and that the full board would be kept up to date with any material developments.

Nik then updated the board some of the recent transitions at the Senior Management Team. It was confirmed that board committee terms of reference would need to be updated as a result. He also updated noted that the agency's current London office lease expires in March 2017 and a process of negotiation will begin shortly, with the Finance and Audit Committee to be kept regularly updated at Committee meetings. Nik ended his update by sharing the DFID Youth Agenda Paper with the board, which Restless Development welcomed and had responded to.

Dashboard and Risk Register

Gemma Graham talked through the performance dashboard figures and risk register. She noted the change in the risk register with the board, and updated them on the mitigating factors taken to reduce these risks. She also highlighted the upwards performance trend in the dashboard. Following the Away day (on April 21st), it was agreed more time would be committed at the Board to reviewing selected risk areas more closely. The results of both reviews detailed above would be carefully considered to establish any lessons to be learned.

Finance and Audit Committee Report

The Committee confirmed the detail of the second quarter's re-forecast and highlighted that the income and expenditure had increased and the shortfall remains at £568K with a remaining pipeline at £200K. In line with this current shortfall, Restless Development is actively considering partnership and other arrangements in applying for new funding when DFID announces its successor funding strategy after the EU Referendum.

Programmes and Policy Committee

The Committee confirmed that the committee has not met this quarter and there have been no specific major decisions. He highlighted that a sample of recent programme data indicated that a low percentage of young women and girls appeared to be benefiting from livelihoods programmes and that this was being looked into by the Restless Development Programmes Team. He also shared with the board that ICS Knowledge, Attitude and Practice (KAP) scores were lower than previous quarters (after a few quarters of improvement) and that we had also seen an increase in incidents at the same time. The committee will be working with staff to understand the reasons for this and actions being taken, with Alex Kent (UK Director) adding that the way ICS is managed is changing with the introduction of the Quality Assurance Handbook which will mean a gradual shift away from the KAP scores. It was confirmed that a full Programme Support Team is in place and that action plans have been designed to integrate the new Quality Assurance Handbook training into the ICS programme. Myles went on to confirm the introduction of a new committee member (Isabella Mosselman) and that they will be joined by Simon Bishop as an observer at their next meeting.

Investments and Partnerships Committee

The Committee updated the board on the current structure of the committee, including the suggestion that more members of the board would be joining the Committee shortly.

People and Performance Committee

The Committee confirmed that the E-Learning platform was about to be launched globally and that Nepal and Uganda had already successfully launched the platform.

The Chair updated on the current Safeguarding policy position. It was proposed and agreed by all present that the draft policy circulated to the Board be accepted subject to any final amendments proposed by a sub Committee comprising Hannah, Affan and Jim. The People & Performance Director gave an update on the training progress of the safeguarding policy so far.

Focus Session: Restless Development Uganda

Kate Muhwezi presented a focus session on Restless Development Uganda. The presentation highlighted the integrated nature of their programming, and how it is already well aligned to our emerging global strategy. The successes of the Uganda Country programmes were recognised by the board, including the board being shown a short video around the Big Idea programme. It was noted that the scope of work of the agency in Uganda could be something to be show cased and shared as part of the launch of the new strategy.

Focus Session: Future of Development

Martin Hayman welcomed Simon Bishop, Special Advisor to the Rt Hon Justine Greening MP, to the meeting to present a focus session with Myles Wickstead on 'The Future of Development' to the board. They presented on the key upcoming trends in development and discussed the Department for International Development's recent Youth Agenda given its relevance to Restless Development's work. Martin thanked Simon for his time and helpful presentation.

AOB

Following the Trustee Away Day held on 21st April, Martin requested feedback from the board on the content, location and facilities in order to improve future away days and meetings.

The Chair closed the meeting by offering a special thanks, on behalf of the board, to Paul and Sarah who will be stepping down after 8 years' service. Sarah reflected on the significant growth of the agency in her time as Trustee whilst notably maintaining its values led from the very top. The Chair gave a personal thanks to Sarah and Paul for their time and support throughout their tenure.