

Restless Development
Report on Trustee Meeting, 29th November 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 and Affan Cheema.

Meeting Dates	15 Sept	07 Dec	26 Jan	26 Apr	27 Jul	15 Sept	29 Nov		28 Jul	15 Sept	07 Dec	26 Jan	26 Apr	27 Jul	15 Sept	29 Nov
Hannah Bronwin	●	●	●	●	●	○	●*	Ed Francis	●	●	●	●	○	○	○	●
Jenny Duvalier	●	●	●*	○	○	●	○	Nik Hartley	●	●	●	●	●	●	●	●
Affan Cheema	●*	●	●	○	●	●	○	Gemma Graham	●	○	○	●	●	○	●	●
Jon Gorrie	●	●	●	○	●	●	●	Perry Maddox	●	●	●	●	○	●	●	●
Saffi Jones	●*	●	●*	●	●	☒	☒	Ben Sheahan	●	●	●	●	●	○	●	●
Tom Kabuga	●	●*	●	●*	●	○	●	Alex Kent	☒	☒	☒	☒	●	●	●	●
Carol Monoyios	●	●	●	●*	●	○	●	Kate Muhwezi	○	●	●	●	●	●	○	●
Mathew Otubu	○	●	●*	●	○	●	●									
Aamirah Patel	☒	☒	☒	●	●	●	●									
Jim Sewell	●	○	●	○	●*	●	●									
Myles Wickstead	●	●	●	●	●	○	●									
Charlotte Eaton	☒	☒	☒	☒	☒	●	●									

● In attendance ○ Absent/apologies ☒ Not a Trustee/Resigned *Via Phone/Skype

Minutes & Matters Arising

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

Focus Session: Zimbabwe

The Chair welcomed Beth Benedict (International Director), and invited her to give the briefing on Zimbabwe after her recent visit. Beth gave an overview on the external context and landscape of Zimbabwe as well as some of the key issues impacting young people in country. Beth highlighted the Agency's response to some of these issues and the work the agency is delivering in country. She then went on to discuss the set-up of the team and some of the current programmes currently. Beth finished her presentation by talking through priorities for the agency in Zimbabwe for the future.

The Chair opened to the floor for questions. Beth confirmed that the success of the agency is due to the vital relationships that have been built in country as well as the knowledge held. Beth was asked whether people made reference to the SDGs in Zimbabwe to which Beth confirmed that the team saw the SDGs as an entry point and an enabler to open dialogue. Beth finished by talking in more detail about the livelihoods work in country. The Board thanked Beth for her briefing.

CEO Report

Perry Maddox (Acting CEO) opened his report by recapping on three key activities which happened in the last quarter, including having an established Leadership team in place, preparing key working documents around the new strategy, and continuing to be externally facing. He also highlighted some key challenges the agency had met, including staff movements, and the large amount of input into Sierra Leone over the last few months, particularly building capacity. He also referred to the upcoming Directors Conference (December) which would provide an opportunity for SMT and country directors to discuss how to build an effective Business Plan alongside the new strategy.

The CEO (Nik) gave an update from DFID on potential upcoming funding opportunities. These fell under the four headings of: Aid Match, UK Aid Direct, UK Aid Volunteers and Aid Connect. He defined each one of these and what it could mean for the agency. He mentioned that UK Aid Volunteers could provide an interesting opportunity. He noted the planned expansion of ICS. He also noted that Aid Connect could be of interest as it was indicated it could involve initiatives, such as becoming an expert for DFID, working with the private sector and scope for innovation. The COO added that information is still emerging and the agency will continue to monitor further developments. Questions were asked whether these initiatives were exclusive and the CEO (Nik) explained some of the limitations in place.

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. It was agreed more time would be committed at the Board to reviewing selected risk areas more closely, and that training on the risk register would be delivered alongside this.

Finance and Audit Committee Report

The Committee Chair confirmed that the year end figure was being finalised, and would be shared with the board for approval at the January board meeting. A budget consolidation has taken place and has now been approved and the revised budget is made up of the original budget plus the Sierra Leone Saving Lives contract.

Internal Audit results continue to be monitored around Nepal and Sierra Leone and stronger controls are being built in each country. It was confirmed that Sierra Leone is undergoing a current external audit. The Finance Director mentioned the new team structure within finance with a specific focus in the team on quality and audit.

Programmes and Policy Committee

The Committee Chair confirmed that a successful committee meeting had taken place and the committee were confident in how the agency was dealing with the emerging opportunities in Sierra Leone. The committee had revised their terms of reference and these were confirmed at the meeting. The Director of Programmes confirmed that a review of the GS2 has been commissioned and also an evaluation on the entire PPA. He offered to circulate these documents once complete. It was noted that they had 2 new members of the committee one being Simon Bishop of Plan International UK and ex volunteer Bella Mosselman.

Investments and Partnerships Committee

The Committee Chair confirmed that Aamirah has joined the committee and the committee had also reviewed their terms of reference. The Committee Chair noted that they will find it a challenge to cover everything that the committee is due to cover. Brand and communications will be looked at in

January and one proposal was that a sub committee be created looking to accommodate that part of the role.

People and Performance Committee

The Committee Chair reported on the progress on implementation of the Safeguarding process, and confirmed that the next stage would be to develop a schedule and plan for the global rollout with staff and partners. He also added that there will be a session at the Directors Conference to train directors on the policy.

The Committee confirmed that the Agency had received an award from the Charity Learning Consortium for 'the Launch and Embedding an E-Learning Platform' for the Maarifa E-Learning platform.

Sierra Leone & Sierra Leone Budget

The Finance Director introduced the budget relating to Sierra Leone. It was noted that the contract was yet to be signed but subject to that he confirmed the extra income that would come from the Saving Lives and related contracts and what this would mean for the overall budget.

The Chair asked that Graham (International Director now responsible for Sierra Leone) be introduced at a future Board meeting.

The discussion went on to what impact the shortfall has on fundraising targets. The COO referred to the global prospecting plan and reminded the Board of the top ten prospects and talked through progress within some of these areas. She asked how the Board would like to be kept updated and it was agreed to continue updates via the committee. The COO confirmed that these prospects are global and not country specific and therefore country prospects are not part of this list.

Reserves

The Finance Director confirmed that a plan is in place to increase reserves over the coming year.

He went to discuss the scale of Reserves target and that the target had been reworked based on 16/17 budget. He added that the target should not include Saving Lives yet as the contract has not been signed yet, but would once it had been signed.

He concluded by adding that the reserves position relating to Sierra Leone would be specifically referred to in the annual report.

Directors Conference & Strategy Review

The Strategy Director gave an overview of the Directors Conference and the main objectives: growing the agency's learning by looking at the journey of Restless Development in Nepal, focusing on the new Strategy and so recognising the pivotal moment of this Conference and finally, to look back and celebrate.

The CEO (Perry) encouraged all of the Board to follow the conference on Twitter at #wearerestless.

AOB

A member raised a question around a suggestion for International Board members to buddy with members from other national Boards in country. It was confirmed that this will be discussed at the Conference from a governance perspective and how the impacts of the new strategy in terms of governance, will work across the Agency.

The Chair noted that it had been around 12 months since the Board minutes had been published online. The CEO (Perry) commented that the only feedback on this has been from staff and has been positive. He also added that the Agency has been nominated for a transparency award by Bond.