

**Restless Development**  
**Report on Trustee Meeting 19<sup>th</sup> September 2017**

Attendance is reflected in the table below. Members of the International Board of Trustees are listed on the left; Senior Leadership 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 new Restless Development offices on Lower Marsh, London, UK.

Apologies were received from Matthew Otobu. Carol Monoyios, Anand Aithal, Amirah Patel and Nik Hartley joined remotely.

Meeting Dates	15 Sept	29 Nov	24 Jan	10 April	24 April	25 July	19 Sep		15 Sep	29 Nov	24 Jan	10 April	24 April	25 July	19 Sep
Hannah Bronwin	○	●*	●	●	●	●	●	Ed Francis	○	●	●	●	○	●	●
Affan Cheema	●	○	●	○	●	●	●	Gemma Graham	●	●	●	●	●	●	●
Jon Gorrie	●	●	●	●	●	●	●	Perry Maddox	●	●	○	●	●*	●*	●
Carol Monoyios	○	●	●*	●	●	●	●*	Alex Kent	●	●	○	●	●	●	●
Mathew Otubu	●	●	●	●	●	○	○	Tracey Cunningham	☒	☒	☒	☒	☒	●	○
Aamirah Patel	●	●	●	○	●	●	●*	Nik Hartley	●	●	●	●	●	●	●*
Jim Sewell	●	●	○	●	●	●*	●	James Sole	☒	☒	☒	☒	☒	●	●
Myles Wickstead	●	●	○	●	●	●	●	Graham Leigh	☒	☒	●	●	●	●	●
Charlotte Eaton	☒	☒	●	●	●	●	●								
Anand Aithal	☒	☒	☒	●	●	●	●*								

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

## Minutes of Trustees Budget Meeting

**AGM 2017:** The Meeting started with the 2017 AGM. The meeting was quorate and all 11 members were present. The meetings from the 2015 AGM were approved and the 2014/15 audited accounts were received and adopted. Hays Macintyre were appointed as auditors until the next AGM.

The following Directors of the Company were re-elected:

Jonathan Gorrie  
Martin Hayman  
Carol Monoyos  
James Sewel  
Anand Aithal  
Charlotte Eaton

**Trustee only session:** The Chair opened the meeting with a trustee only session, where he updated the Trustees on the CEO recruitment process and outlined the shortlisted candidates for the board's reference. CV's were available on request. Board members would be notified of the final shortlist on the 10 October and the recommended candidate on the 18 October. Trustees would then be asked to agree or reject the recommendation within 36 hours.

**Welcome:** The Chair then welcomed everyone to the meeting

**Minutes and matters arising:** All items had been completed or would be completed under the agenda. The minutes were approved.

**CEO Report:** There was no formal CEO report as this was an extra-ordinary meeting of the Trustees with the primary purpose of presenting the budget for 2017/18 for approval.

The CEO showed a video from the UN General Assembly where the Danish Minister for Foreign Affairs publically acknowledged their own youth-led review process which Restless Development led with them earlier in 2017. He recognised the importance of this moment and the significance of it in our policy and advocacy work. The CEO then introduced the budgeting process and emphasised the need to look at both the risk and opportunities within the budget and at looking at what is and what is not being invested in. He noted clear choices set out for the Board to agree on at the end of the presentation.

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**Budgeting and planning presentation:** The Senior Leadership Team presented the budgeting and planning presentation and it was noted that the proposed budget had been reviewed by the audit committee and supported the new Agency Plan.

The global budget was developed from proposed drafts from each Hub as well as International and alongside a rigorous planning process driven by Hub leadership.

A baseline of £11.8m in income was presented, rising to a possible £15.2m if the projected pipeline of income were to be realised. This would be consistent with a planned trajectory for growth and financial sustainability. The budget would support at least 64 projects across 10 Hubs and would see approximately 4,900 volunteers recruited and trained. Furthermore, it would set the agency on track to delivering a youth collective made up from 2.5m change makers by 2021.

Various scenarios were presented to the Trustees according to a range of assumptions, including team staffing structures which would focus on lean and appropriate roles with a considered move towards distributed agency leadership across Hubs, monitored by the new Quality Assurance Unit. A discussion ensued between and it was agreed that the budget was appropriate and prudent but that it would require pro-active management to keep it on track. The Chair proposed that the Leadership Team's preferred budget scenario be approved and this was agreed unanimously.

**Quality Assurance:** The Quality Assurance Director updated the Trustees on early progress towards developing the global Quality Assurance Framework and invited the Committees and individual Trustees to engage in the development of the Framework over the coming months. Affan Cheema requested that the new Framework be presented to November meetings of the Committees of the Board and this was agreed.

Affan Cheema requested that Quality Assurance should work with the Programmes unit to ensure that the new quality assurance framework is compatible with the Programme Principles launched recently and it was agreed that this was part of the forthcoming programme of work.

James Sewell offered the assistance of Committees to ensure that the most important indicators are selected and that the number of indicators is kept to within manageable parameters. The Chair scrutinised proposed timelines for further development of the framework and Anand Aithal queried possible options for automation to reduce staff time in measuring performance against indicators as well as some reference to the way in which other, similar organisations have developed quality assurance frameworks.

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Anand Aithal pointed out the importance of clear communications around what is expected of staff in reporting against the framework and the COO agreed the importance of the forthcoming Directors' conference in embedding the change alongside the agency plan.

**Risk:** The Quality Assurance Director presented an update on Risk in the agency and a proposed update to the model for monitoring and reporting risk, to take account of multiple and emerging risk at both Hub and global levels.

Aamirah Patel asked whether safeguarding will appear on the new risk register. Graham agreed that it does and will continue to do so, and noted that some risks will be included as standard given the nature of our work, with safeguarding being one of these areas.

Jim Sewell reflected on the need to continue to review risks regularly and with clarity on who would be responsible for reviewing these risks and suggested interviewing trustees individually to get their feedback. He broadly felt the proposed approach represented progress, but that it needs an annual process to oversee its effectiveness. This was noted for follow up.

**Hub Director Recruitment, Directors' Conference and other updates:** The Chief Executive presented plans to recruit replacements for the three outgoing Hub Directors in Tanzania, Uganda and South Africa and the Board requested that the Senior Leadership Team pass on the Board's thanks to Margaret Mliwa, Frank Harle and Greg Lavender for their dedication and service to Restless Development over the years.

The Chief Executive invited the trustees to join the Directors Conference this year, which is to be held in Sierra Leone in December. Perry noted that the field visit this year would focus on meeting communities which have worked with Restless Development on a number of our projects and programmes, as well as meeting key partners.

Any other business: The Chair noted that this would be the last meeting in this office and that the next meeting would be held in the new offices on Lower Marsh.

The Chair noted that there is a current Board position opening for someone with fundraising and external relations experience, and encouraged all of the board to share this with their networks.

The board wished Charlotte Eaton and the Business Director, Gemma Graham, well in their upcoming maternity leaves.

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**Close:** The meeting closed at 6:45pm.