

Restless Development Minutes of Trustee Meeting 24th April 2018

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 Restless Development offices on Lower Marsh, London, UK. All Trustees and current members of the Senior Leadership Team were present at the meeting in person.

Meeting Dates	29 Nov	24 Jan	10 April	24 April	25 July	19 Sep	28 Nov	23 Jan	24 April		29 Nov	24 Jan	10 April	24 April	25 July	19 Sep	28 Nov	23 Jan	24 April
Hannah Bronwin	●*	●	●	●	●	●	●	●	●	Ed Francis	●	●	●	○	●	●	●	●	●
Affan Cheema	○	●	○	●	●	●	●	●	●	Gemma Graham	●	●	●	●	●	●	○	○	○
Jon Gorrie	●	●	●	●	●	●	●	●	●	Perry Maddox	●	○	●	●*	●*	●	●	○	●
Carol Monoyios	●	●*	●	●	●	●*	●	●*	●	Alex Kent	●	○	●	●	●	●	○	○	○
Mathew Otubu	●	●	●	●	○	○	●	●	●	Tracey Cunningham	☒	☒	☒	☒	●	○	●	●	○
Bella Mosellmans	☒	☒	☒	☒	☒	☒	☒	☒	●	Kate Muhwezi	○	○	○	○	○	○	○	○	●
Jim Sewell	●	○	●	●	●*	●*	●	○	●	James Sole	☒	☒	☒	☒	●	●	●	●	●
Myles Wickstead	●	○	●	●	●	●	○	●	●	Graham Leigh	☒	●	●	●	●	●	●	●	●
Charlotte Eaton	☒	●	●	●	●	●	○	●	●	Katie Rowberry	☒	☒	☒	☒	☒	☒	☒	●	●
Anand Aithal	☒	☒	●	●	●	●*	●	●	●	Christina Lewis	☒	☒	☒	☒	☒	☒	☒	☒	●

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

Welcome: Martin Hayman (outgoing Chair) welcomed the Trustees to the Board meeting.

New chair and board members: Martin proposed that following a competitive recruitment process led by Jon Gorrie (Trustee and Chair of the Finance and Audit Committee), Charlotte Eaton (Trustee and member of the People Committee) take over the role as Chair of the Board and the Board all voted in agreement. Charlotte was welcomed into the room with applause and a standing ovation. Charlotte thanked everyone for their support and said she was really excited to work alongside everyone at Restless Development and Perry Maddox (CEO) – as it is a progressive organisation with such exciting times ahead.

Martin then proposed that following a competitive recruitment process led by Affan Cheema (Trustee), Bella Mosselmans (currently on the Programmes Committee) joins the Board as a Young Trustee and the Board all voted in agreement. Bella studied politics and then law and explained that she had completed ICS with Restless Development in Sierra Leone and has run a project supporting those affected by Ebola in Sierra Leone. More recently she has set up a charity to support immigrants post-Brexit.

Charlotte informed the Board that Carol Monoyios (Chair of the Investments and Partnerships Committee), Myles Wickstead (Chair of the Programmes, Policy and Practice Committee) and Jim Sewell (Chair of the People Committee) will also be stepping down this year. She also proposed that the Committee Structure be reviewed and revised before proceeding with recruitment to replace these members of the Board.

Martin welcomed the Senior Leadership Team to the Board meeting, and specially acknowledged Kate Muhwezi (Quality Assurance Director) following her return from maternity leave.

Minutes and Matters Arising: Martin invited the Board to agree the minutes and review the actions from the last meeting. The minutes were agreed and no other matters were raised.

CEO report: Perry introduced the format of his CEO report. He opened by announcing the circulation of accounts for Board approval. Perry then updated on key big bids and strategic funding.

Perry announced an interim Senior Leadership Team structure to get the agency to October 2018, when two Directors will be returning from maternity leave. He also announced the relocation of the Director of Programmes' role (currently Ed Francis) to Zambia to be closer to our programme delivery and to support the vision of an agency driven by Hubs. He welcomed Christina Lewis (in the absence of a People Director) and Alex Stewart (as operational support) into the Senior Leadership team. Perry

then moved on to talk about the changes in our funding. A discussion then ensued around leadership structure and the funding environment. Anand thanked Perry for his update and recommended a process to track and measure his own progress on these priorities for the oversight of the Board.

Perry moved on to the financial picture for the agency and asked James to run through the Q2 re-forecast and cash-flow projections, which he did. A discussion ensued and Jim recommended a greater focus on forward-looking projections of income.

Safeguarding: Kate referred the Board to the paper on safeguarding and invited any questions. A probing discussion ensued with Trustees testing processes for reporting incidents early, in full and in a proactive way. Kate talked through recent training and awareness-raising initiatives across the agency to promote strong safeguarding and whistleblowing processes both within the agency and within the communities where we work. Perry re-emphasised that we are committed to an independent review of safeguarding and confirmed that there are strong mechanisms in place for prevention, reporting and management of safeguarding incidents including Perry informing the Chair within 24 hours.

Updates from the Sector: Myles gave a brief overview of the international development sector and reflected that it is in a pretty good place even considering recent challenges. He cited the following reasons for this reflection:

1. Labour Party Green Paper committed to poverty reduction and inequality, with the Sustainable Development Goals at the centre, and reaffirming the commitment to the 0.7% (26th March 2018).
2. Recent speech by new Secretary of State (Penny Mordaunt) committing not to changing the rules on aid.
3. The International Development Committee is continuing the debate on safeguarding through the enquiry into this. They are also undergoing a second enquiry on aid spending by other government departments (currently at 28%).
4. Commonwealth meetings last week, of which equality and inequality were the main themes.
5. Malaria Summit attended by Bill Gates.
6. Disability Summit to be held in the second half of July.
7. UK reporting back on its efforts to achieve the SDGs at the high-level political forum in July 2019.

CEO Vision: Perry presented on his vision for 2022 for making the strategy real, including the 'what,' 'why' and 'how.' He specifically requested input from the trustees on the 'how.'

Comments from the Board included: consideration of a focus on the very poor in middle-income countries as well as a focus on digital engagement, use of disruptive social influencers. Perry requested space for more thought on this at the away day.

Finance, Q2: Jon asked for the Board for responses on accounts by the end of the week. James brought the Trustees' attention to the GDPR paper and the reporting of serious incidents to the Charity Commission.

Risk: Kate talked through the risk paper register. The SLT will continue to monitor emerging risks against current risks on the register to ensure the most important risks are on the register quarter to quarter. Jim commented that the People Committee had queried when the mitigating actions were last reviewed. The SLT confirmed that this is reviewed quarterly.

Programmes, Policy and Practice Committee: Myles touched upon on Ed's move to Zambia, the latest on ICS and asked Ed to update on the MEL system. Jon reflected positively on improvements to the impact report.

Investments and Partnerships Committee: Carol flagged risk as a main area of focus, as well as team structure to support income generation. The Away Day discussions on this will therefore need to come back to the Committee for further consideration.

People Committee: Martin welcomed Christina back following her maternity leave. Jim reflected that the skills matrix needs reviewing so Christina will share for Trustee input.

Any Other Business (AOB) and farewell to Martin Hayman: Jim updated the Trustees that our outsourced CSR offer is now really strong and requested the Board's contacts and links into businesses. He also requested more volunteer support for the upcoming triathlons: 13th May in Cranleigh and 20th May in Marlborough. Kate gave an overview of the work of the GDPR working group led by Quality Assurance through a range of awareness, training and actions. Martin noted Tracey Cunningham's (former maternity cover for the Head of People) contribution to the agency over the past year and asked the Board to recognise this as her last day is Friday. Martin also recognised Mike Kelly's (external consultant) valuable contribution and handed the Governance Review over to Charlotte for her to share and Mike to present at the Away Day.

Martin closed the meeting with a reflection on his eight years as Chair – noting this had been a very happy time for him. He urged all Trustees to join field visits if they can in order to see the work in reality. He thanked the Senior Leadership Team (SLT), the Board, Anya and particularly the young trustees for their valuable input and support. Martin thanked everyone for their



generous gift in the form of a donation to Restless Development on his behalf. Finally, he wished Charlotte luck in her role as the new Chair of the Board.

Close: The meeting closed at 19:00.