

**Restless Development
Minutes of Trustee Meeting 23rd April 2019**

Restless Development Minutes of Trustee Meeting 23rd April 2019. 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 Charlotte Eaton, Chair of the Board of Trustees. The meeting was held at the Restless Development offices on Lower Marsh, London, UK. Ed Francis and Anand Aithal joined remotely. James Sole, Katie Rowberry, Mark Dickenson and Marr Beard were unable to attend. Genevieve Sneddon stood in for James Sole.

Meeting Dates	28 Nov	23 Jan	24 April	24 July	7 Aug	11 Sept	20 Nov	29 Jan	23 April		28 Nov	23 Jan	24 April	24 July	7 August	11 Sept	20 Nov	29 Jan	23 April
Hannah Bronwin	●	●	●	○	●	●	●	●	●	Ed Francis	●	●	●	*	○	*	●	●	*
Affan Cheema	●	●	●	●	*	●	●	●	●	Gemma Graham	○	○	○	○	●	○	○	●	*
Jon Gorrie	●	●	●	●	○	○	●	●	●	Perry Maddox	●	○	●	●	●	●	●	●	●
Carol Monoyios	●	●*	●	*	*	*	●	☒	☒	Alex Kent	○	○	○	○	○	○	○	○	●
Bella Mosellmans	☒	☒	●	●	●	●	○	●	●	Kate Muhwezi	○	○	●	●	●	●	*	*	●
Jim Sewell	●	○	●	○	●	●	☒	☒	☒	James Sole	●	●	●	○	○	●	●	●	○
Myles Wickstead	○	●	●	●	●	●	☒	☒	☒	Graham Leigh	●	●	●	●	●	●	●	☒	☒
Charlotte Eaton	○	●	●	●	●	●	●	●	●	Katie Rowberry	☒	●	●	○	●	●	●	●	○
Anand Aithal	●	●	●	●	●	*	*	●	*	Christina Lewis	☒	☒	●	●	●	●	●	●	●
Jenny Wilson	☒	☒	☒	●	○	●	●	●	●	Alex Stewart	☒	☒	☒	●	●	○	●	●	●
Mark Dickenson	☒	☒	☒	☒	☒	●	○	●	○										
Paul Wafer	☒	☒	☒	☒	☒	●	●	●	●										
Antoinette Boateng	☒	☒	☒	☒	☒	●	*	●	●										
Amelia Pan	☒	☒	☒	☒	☒	☒	●	●	●										
Matt Beard	☒	☒	☒	☒	☒	☒	●	*	○										
Tom Allen	☒	☒	☒	☒	☒	☒	●	●	●										

● In attendance

○ Absent/Apologies

☒ Not a Trustee/Resigned

* Via Phone/Skype

Welcome. Charlotte welcomed the room. Alex Kent is welcomed to her first meeting after maternity leave. Matt and Mark have given their apologies.

Minutes and Matters Arising. Charlotte reviewed the actions from the previous meeting as follows: All were on track as either completed or in progress within agreed timelines. Charlotte briefed the room about the extraordinary trustee meeting that took place to have a deep-dive on mitigation strategies for shocks and governance. She encouraged everyone to read the minutes that were circulated afterwards. Jon agreed with Charlotte that the meeting was useful especially to understand the complexity and the importance of having the right licence agreement in place. In order to achieve this, the original timeline has been shifted back to allow more time for review.

CEO Report. Perry presented the CEO report, noting that all of the SLT ‘stretch priorities’ are still in play and that the global agency is largely on track against its plans for FY1819. He noted that the “Getting By” workshop in partnership with Cambridge was very successful, led by young people and with partners such as MasterCard and DFID present in the room. A global consultation with youth civil society and leaders was conducted that brought together a compelling new picture of youth civil society and the development sector which will inform work and policy engagement going forward. Perry announced that the 2019 Directors’ Conference will take place in October in UK. This will be the first time in 8 years and the focus will be to build partnerships, fundraising, drive external engagement and to learn from a different way of making change happen. He invited the board to meet with all Directors when they are here. Finally, Perry thanked the board for the commitment shown to the Agency in the last quarter across a range of volunteering moments from board members and supporting external events.

Finance Committee: Reforecast, Year-end & Annual Report. Jon confirmed that a plan to replenish the reserves is in place. He added that an additional system of financial controls will be put in place to check those areas that aren’t currently included in the Internal Audit and Quality Assurance framework. This will include a thorough Balance sheet analysis and it will be shared at the upcoming Finance conference. Genevieve presented the Q2 forecast position which is showing a stronger position than Q1.

Programmes, Policy and Practice Committee Report. Affan reiterated that the Programme Committee’s main concern is securing the first phase of Aid Connect. He encouraged the room to read the Programme Director report that summarises where the unit is at the moment. Affan then presented the progress against targets and shared that the leadership goal area is underperforming at the output level against the ambition from the new strategy, and root causes will be explored during the Programme Conference. A new Monitoring and Evaluation software has been procured and, once launched, it will greatly improve the way we store data and share evidence and learning. The system will be linked to the Programme Quality Framework. Affan informed the room that a Programme Conference will happen next week in Tanzania.

Resource Mobilisation Committee Report. Gemma presented the Business position and overall confirmed that the agency is on track with its goals for all financial streams. Programme funding has already secured £6.5 mil for next year. The pipeline projections give confidence that the £12m win value could still be met this year. Internal financial flows are on target as well. Sustainable finance plans are delayed in their creation because of the need to prioritise SLT time on Aid Connect. At present, 3 hubs have them but they will be developed by every hub this fiscal year.

People Committee Report. Christina presented the revised style of paper which aligns the People unit goal with the Agency plan. She noted that the Restless Way induction system will be launched on Friday 26th and it will guide the journey of every Restless staff member globally from offer through to the end of probation. This will integrate different kinds of learning (E-learning on Maarifa, presentations, reads, videos) and will not substitute one to one induction. Considering that some trustees have their inductions underway, Christina will share access to the platform. Global mobility of leadership talent has increased with some cross-hub placements and this has been helping with the talent mapping.. Christina confirmed that Safeguarding training is available on the e-learning platform and it makes it easier to track if every staff member has completed their training.

External Engagement Committee Report. Amelia and Alex K led their first committee meeting and have developed a plan for the committee's work and set goal areas, including the responsibility for growing the agency profile. The committee will ensure that Restless Development is well positioned as field leaders and becomes the to-go agency for youth.

Quality Assurance Including Risk. Kate presented the Quality Assurance report to the room noting that the global report does not take in consideration the Int'l performance for this quarter. She explained the layout of the report and the set of data taken in consideration and added that this is a management tool for SLT but also for Hub leadership. This tool is not isolation; it sits alongside systems such as Internal Audit and Hub Review to ensure a holistic view of performance. Amelia asked if 100% for Essential Standards met is not a too high benchmark. Kate replied that those are the bare minimum standards that need to be in place for Hubs to function and therefore all of them need to be met. Charlotte added that the dashboard is helping the board to react quickly to any underperformance. Perry asked the board to keep sharing their feedback in order to improve the quality of this report as it is a new tool that must adapt to the needs of those who use it. Kate presented the risk register. She then described the score movements for both Donor diversity and Senior Leadership that have gone up and Fraud & Bribery that has gone down due to just one minor incident reported and constant training for staff. Among emerging risks, she recognised Brexit for its financial, political and people impact.

Safeguarding Update. Kate updated the room on safeguarding incidents with one incident reported recently to the Charity Commission, but no feedback was received yet. This was reported outside the bulk submission as per the guidelines. Internally, 14 new safeguarding officers will be trained in the next month and they will become focal points in their hubs but also part of the agency's global safeguarding community. Kate informed the room that the safeguarding report is in its finalisation stage and recommendations will be available to help with the continual improvement of the agency's work, but that the overall emergent finding was of a strong commitment and systems for safeguarding across Restless Development.

Hub Spotlight: South Africa. Natalie introduced herself to the room. She has been the Director of South Africa for 10 months now. She provided an overview of the Hub with staffing, reach, regional presence and current partnerships and donors. For this deep- dive she presented 2 major projects: 1) "Towards a more accountable South Africa" which is a Youth leadership accountability programme focused on rural CSO and Youth. Crucial parts of the programme are the delivery of training sessions, community dialogue sessions with different focuses and creation of case studies and research to influence decision makers; and 2) "Empowering silenced civil societies" which is entirely focused on Voice, working with members of CSO and other youth organisations to develop their advocacy and communication skills.

Deep-dive session: Programmes. Ed presented to the room a deep- dive on the scope of the International Programmes Unit. He provided an overview of the 6 sub- teams/delivery areas for the Unit which are: Programme Funding, Programme Quality, Programme Support team (ICS), Aid Connect, Research and Safety and Security. He described the 4 overarching goals for the Unit (Strategy, Programmes, Growth and change). Ed then presented the Key Programmes Processes and Quality Parameters to give an overview of the processes and systems in place to track quality of the delivery. Ed then presented an overview of the best programmes from each hub. A point was made of how every programme at Restless Development is youth led and this is what makes the agency stand out. He then presented some statistics from last year and clarified the use of the word "Changemaker" as those young people who are making a change in their community after having worked with Restless Development. In the next six months, the unit will be working on: a Listening exercise, the Volunteer Journey, a Programme Conference, annual volunteer survey, designing and implementing the Aid Connect Model for Change, and the roll-out of DevResults (MEL platform)

19.00 The meeting closed.