

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

Restless Development Minutes of Trustee Meeting 23rd July 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 Affan Cheema, standing in for 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 Antoinette Boateng joined remotely. Charlotte Eaton, Hannah Bronwin, Amalia Pan, Jon Gorrie and Matt Beard were unable to attend.

Meeting Dates	23 Jan	24 April	24 July	7 Aug	11 Sep	20 Nov	29 Jan	23 April	23 July		23 Jan	24 April	24 July	7 Aug	11 Sep	20 Nov	29 Jan	23 April	23 July
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 Dickinson	☒	☒	☒	☒	●	○	●	○	●										

Paul Wafer	☒	☒	☒	☒	•	•	•	•	•										
Antoinette Boateng	☒	☒	☒	☒	•	*	•	•	*										
Amelia Pan	☒	☒	☒	☒	☒	•	•	•	○										
Matt Beard	☒	☒	☒	☒	☒	•	*	○	○										
Tom Allen	☒	☒	☒	☒	☒	•	•	•	•										

• In attendance

○ Absent/Apologies

☒ Not a Trustee/Resigned

* Via Phone/Skype

Welcome. Affan welcomed the room as acting chair in Charlotte's absence. Apologies were received from Charlotte, Jon, Jenny, Matt, Hannah and Amelia.

Minutes and Matters Arising. Affan raised the matter of the appointment of a new board member to join the Finance and Audit committee, Lucinda Moore. Anand proposed her appointment. This was seconded by Mark and approved by the board. Affan welcomed Lucinda as a new board member. Lucinda introduced herself. Affan reviewed the actions from the previous meeting, noting them all as complete or on track for the set deadline.

CEO Report. Perry presented the CEO report, noting a strong quarter on the fundraising front. He confirmed: that the UK Aid Connect grant from DfID received ministerial approval for the 39 month implementation period; reinvestment from the Bill and Melinda Gates Foundation has been secured for 18 additional months; and, that this year's Triathlon series was the largest and most successful to date. The SLT will present a proposed budget for next Financial Year to trustees in September, and while over £10m has been secured for FY 1920 thus far, he noted that certain hubs still need to secure income to improve their position. The focus of this year's Directors Conference (our agency's mobile headquarters) will be accelerating key elements within our current strategy that will position and transform the agency to transform toward future strategic positions.

Finance Committee: Reforecast, Year-end & Annual Report. James presented the Q3 reforecast. International Finance is working closely with hubs to ensure that their year-end positions are accurate including a balance sheet review globally. He added that the tender for the new auditing firm is proceeding with the two candidates to be invited for interviews soon. The Data Protection Policy was positively reviewed by F&A committee. Consolidated Internal Audit results were presented at the committee meeting, showing an overall improvement globally both this year and on a four year trend. James informed the room that the finance conference took place in May and it was a successful moment for the global finance team with a clear aim to build global finance leadership.

Programmes, Policy and Practice Committee Report. Affan invited the room to read the full length Programmes Director report which is a crucial document to understand Restless Development's direction on a programmatic level. A Programmes conference took place in May and shared the eight programme commitments that were agreed to drive continued improvement following the conference. In the policy sphere, he noted the successful role of the Youth Stop Aids tour in helping to secure UK government commitment to invest 16% more in the Global Fund. He noted a strong report on youth participation in humanitarian responses was published with ActionAid Denmark.

Resource Mobilisation Committee Report. Gemma reported on the good news in fundraising, noting that the agency is on track with all the income stream targets for FY1819. With a view to the future, she discussed progress on the stretch targets, with strategic funding on track following ministerial approval of Aid Connect. It was noted that the agency bid for the highest number of multi-hub proposals ever over the last quarter. The Committee will be recruiting for a new member to join over the coming quarter.

People Committee Report. Mark presented the four areas of strategic focus for the people committee, explaining that the committee takes a rotating deep dive focus with diversity and inclusion the focus of the committee this quarter. Next time the strategic focus will be on leadership and therefore the committee will be looking for a new committee member with technical expertise leadership and talent.

External Engagement Committee Report. Alex presented the draft strategy of the External Engagement committee and its three pillars of Youth Collective, Visibility, and Structured Initiatives. She focussed on the current structured initiatives including youth powering SDGs, youth livelihoods, climate justice and Youth Stop Aids. There will be a strategic partner event during Directors Conference designed to accelerate many of the initiatives in the External Engagement strategy.

Quality Assurance Including Risk. Kate opened the quality assurance update, noting that at this point in the calendar the agency has the most complete view of performance during the year. Internal Audit was completed in all hubs and hub reviews have happened in 7 of 8 planned hubs. These two functions, alongside the Q3 Global Quality Assurance dashboard, provide the agency with the 3 lens approach (Internal Audit, Quality Assurance and Hub Review) to understand the health of the hubs holistically. Kate presented internal audit scores, explaining that most hubs have maintained or improved performance. This tool gives SLT confidence in the agency's operations and it reflected a strong if not leading standard for agencies of our size.

Safeguarding Update. Kate reported 3 safeguarding incidents in the last quarter with none being classified as "very serious". The new reporting tool introduced by the Charity Commission has been used this quarter with no issues. Every hub now has a skilled safeguarding group made up of advanced trained safeguarding officers. Over 10% of our staff globally has received an advanced safeguarding training. A Head of Safeguarding has been also recruited and will work closely with the Operations team. Restless Development will co-host a safeguarding event with DFID and Wilton Park in November.

Deep-dive session: People. Christina gave an overview of the people who make up our agency including not only staff members but also volunteers, associates, and the youth collective. She then moved to describe the 4 pillar areas of the people strategy: We Generate Leaders, Valued Diversity, Protecting our People and the Restless Way. Christina also reminded the room of the significant "business as usual" duties conducted by the people function and explained how this is delivered thanks to the global people community. She focussed on unique elements of our approach to people that shape this function: generating leaders that are encouraged to trial new things and are held accountable, hiring on potential, reaching consensus on all people policies during Directors Conference, and being resourceful and creative. She then dug into each pillar areas and summarised the current situation, what will be done next and how progresses will be measured.

Spot-light Session: Future of Triathlons. Gemma presented to the room the Flight Centre Schools Triathlon events and explained that this has raised £1m over 4 years and she then described the highlights of this year's series and the plans for next year which will see an expansion from 4 to 5 events. Gemma noted that for a successful Triathlon event volunteering is key and she asked all trustees to participate next year. She also asked for support with the promotion of the event for both participants and sponsors. Gemma summarised the story of the triathlons and recognised the contribution of former trustees and founders of the programme Jim and Tessa.



19.00 The meeting closed.