

# Board of Trustees Meeting

## MINUTES

20<sup>th</sup> November 2023, 6 – 7:45pm

Via zoom

### **Present:**

Andrew Brabban (Chair) (AB)  
Helen Butters (HB)  
Nicola Daniels (ND)  
Theresa Pass (TP)  
David Parkinson (DP)  
Avarni Jagpal (AJ)  
Sam Ruck (SR)  
Sharon Conlon (SC) – arrived late  
Lisa Cormack (LC)  
Adrian Dean (AD)  
Jonathan Clay (JC)  
Sidra Ali (SA)

### **Apologies:**

Barry Brennan (BB)

### **Mentioned in minutes:**

Service Effectiveness Group (SEG)  
Financial Sustainability Group (FSG)  
Internal Governance Group (IGG)

### **1: Introductions, Apologies & Conflicts of Interest:**

Introduction to SA who has joined Visyon as a Trustee.  
Apologies from BB.  
No conflicts.

### **2: Minutes & Action Log from previous meeting:**

Minutes 21.08.23 - The minutes of the Trustee Meeting of 21st August 2023 were checked for accuracy. No comments or adjustments, all agreed that the minutes were accurate.

Action: Send over to AB for signing off.

#### Action log 21.08.23

Most actions on the log have been completed. Outstanding actions have been revisited and acknowledged.

### **3: Safeguarding:**

SR summarised that after a quieter summer, safeguarding cases have risen again to approximately 100 cases, 60 of these are live and being reviewed weekly. The main challenge is that our weekly meetings with CAMHS have now stopped and we have been asked to do this with The Hub which are meant to oversee all cases, however they don't have capacity. This means Beverley is spending a lot of time calling the Duty team or different teams. This is something that the team are working on to resolve as it feels like we have taken a step backwards. Our commissioner is aware, and we are in communication with the Clinical Lead at CAMHS.

SR to contact Board if any input or escalation is required.

SC had no additional comments regarding safeguarding during her update.

#### **4. Chief Executive's Summary Report:**

TP mentioned that Cheshire East tender release is still pending which could affect planning over Christmas if not resolved soon enough. AB suggests that it's important to have a formal written position and communicate the implications this has. TP agrees and mentions the need to start planning for client support or finishing with clients if necessary. DP supports sending a letter and JC also agrees and expresses concerns about compressing tasks into a short timeframe if left until January. A discussion between Visyon Board and JDI's Board is suggested to be schedule in December if nothing is heard in the next couple of weeks.

##### *Actions:*

*TP to communicate with JDI to schedule a meeting between Board members at JDI and Visyon.*

*Board/TP to draft a letter to be sent to CE and send no later than mid-December.*

*SR to email CE tender lead for any updates.*

#### Finance & Business Development Report

AB mentioned his upcoming meeting with Vicky regarding Civi CRM to provide support. No further questions or comments.

#### Therapeutic Services Report

JC commented that the video in the report was fantastic.

HB commented that the inclusion of the case reviews was really good and useful for capturing information for bids etc.

SR mentioned the need for research into understanding self-harm in young people and possible prevention strategies. HB offered to find out more information from Staffordshire University and other contacts at universities.

AB expressed interest in Oliver McGowan training on autism awareness and suggested sharing it with the board.

AB also asked about the impact of not knowing about counselling cover in Cheshire East on the ICB tender. SR believes it wouldn't complicate things as long as joint commissioning was happening between ICB and Cheshire East.

*Action: Share the Oliver McGowan training with Board members.*

#### **5: Chair's Report**

AB reported on a recent scenario planning session where they discussed different contract combinations and their potential impact.

AB also provided updates on various topics during the meeting. He mentioned the need to focus on business continuity and diversifying funding sources (Social Enterprise).

AB also formally introduced SA as a new co-opted board member. No objections from the Board.

#### **6: SEG update:**

The SEG update was not available online but SC mentioned plans for a section eleven audit related to safeguarding duties.

#### **7: FSG update:**

DP discussed the timeliness and accuracy of financial information and expressed the importance of improvement in reporting. TP shared that an audit would identify missing elements in financial SOPs.

#### **8. IGG update:**

IGG report had no comments, but there were minor issues regarding parking at the new base. AD highlighted the issue that the previous landlord (BH) wanted us to complete electrical testing but we don't see this as our responsibility. No reply from previous landlord as yet.

DP acknowledged that the team did a really good job in regard to the move to the new Crewe premises.

#### **9. Management Accounts & Budgets:**

ND presented management accounts and forecasted a deficit, which could be mitigated by trust funding applications currently being processed.

*Action: ND/LDS to research and apply for additional funding from smaller trusts to bridge the funding gap.*

#### **10. Health & Safety:**

AD reviewed the risk assessments for both sites, including an asbestos survey at Chantry Court.

One minor incident - a client fell but this resolved – accident form was completed, and no further action needed.

#### **11. Policies & Procedures:**

Flexible Working Request Policy – legislative changes only.

Online Safety Policy

Safeguarding Adults at Risk Policy & Procedure

Holiday and Absence Policy – refers to trustees and volunteers who are not entitled to holidays. Remove from policy.

Sickness Policy

Staff Code of Conduct Policy

No further comments. To be signed off when necessary changes made.

*Action: Policies to have tracked changes when presented to Board.*

*Action: Holiday policy – take volunteers and trustees out.*

#### **12. Strategy/Development & Objectives**

Social Enterprise Group to be formed – Terms of Reference sent out to Board for agreement. AB asked for comments.

Business Continuity Group – ND provided an update on the report she has written in regard to if we do or do not get both bids we are applying for and what this would mean in terms of service, staffing, etc.

ND to provide a timeline for what to do next if we don't hear back.

#### **13. Risk Register:**

Risk register reviewed and risk ratings changed for a number of items.

*Action: ND to follow up on the review of the mitigating actions in the risk register and ensure they are up to date.*

---

**Date of next meeting:** TBC – February 2024

All meetings 6.00pm unless otherwise stated.  
Venue: via Teams

---

A handwritten signature in black ink, appearing to be 'AJB' followed by a flourish.

Signed:

Position: Chair of Trustees

Date: 4<sup>th</sup> March 2024