

## Board of Trustees Meeting

### MINUTES

22<sup>nd</sup> August 2022, 6 – 8pm

Via zoom

#### **Present:**

Andrew Brabban (Chair) (AB)  
Adrian Dean (AD)  
Helen Butters (HB)  
Jonathan Clay (JC) - arrived late  
Sharon Conlon (SC) – Delegate  
Theresa Pass (TP)  
Andrew Leahy (AL)  
David Parkinson (DP)  
Avarni Jagpal (AJ)  
Christina Neuman (CN)  
Sam Ruck (SR)  
Brian Davey (BD)

#### **Apologies:**

Nicola Daniels (ND)

#### **Mentioned in minutes:**

Service Effectiveness Group (SEG)  
Financial Sustainability Group (FSG)  
Internal Governance Group (IGG)  
Integrated Care Board (ICB)

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

Apologies sent from ND.

No conflicts raised in this meeting.

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

Minutes 16.05.22 - The minutes of the Trustee Meeting of 16<sup>th</sup> May 2022 were checked for accuracy. No comments or adjustments, all agreed that the minutes were accurate.

*Action: CN to send over to AB for signing off.*

Action log 16.05.22 – Most actions completed.

- Risk register continues to be worked on.
- Keeping Safe Work – to be reviewed by SEG for next Board Meeting.
- SEG Terms of Reference – to be approved in Board Meeting.
- FSG Terms of Reference – to be completed by FSG for next Board Meeting.

#### **3: Risk Register:**

TP has set out the risk register in a new format and re-written it based on best practice. Still needs some amendments but wanted this new format to contain old and new risks to show the considerations taken and for trails for audit. TP suggested a full review outside of this meeting to highlight any elements that need to be brought to the Board Meetings as it may not be feasible to look at it twice in meetings going forwards.

Comments from Board:

AL commented that it is a lot easier to read. AB commented that the colour coding on the old one was useful, as well as the indicators to show when risks changed. TP to add these back

in to create a snapshot view. DP commented that it is much more comprehensive and asked about how we separate the active/inactive risks. TP confirmed this will be the next step.

AB also seconded the thought about only discussing the risk register at the end of the Board Meetings.

No risks were raised as needing amending/reviewing in this meeting.

*Action: TP/IGG to continue to complete and review by next Board Meeting.*

#### **4: Communication preferences:**

AB explained the difficulties we have had with communication via email. AB proposed that we send all emails to Visyon email address and also personal email addresses. The exception to this is if sensitive information needs to be communicated – this must only be accessed in SharePoint (via Visyon login credentials) but an update of this information existing will be sent to both email addresses.

AB then opened a discussion to ask preferences about meetings being held virtually or face to face. Majority of people preferred virtual for Board Meetings and Sub Committee meetings however, members also thought it was nice to meet face to face for events such as AGM and Strategy Days. No objections to this.

CN asked for preferences for meeting days and times for 2023.

SEG day and time – okay

IGG – time may need to be amended, to be confirmed in the next couple of weeks. TP would like to move to monthly meetings next year. AD confirmed this will be fine.

FSG – amendment on time and day may be needed. To be confirmed in the next couple of weeks.

#### **5: Safeguarding:**

SR identified general theme that we are seeing a steady increase in cause for concerns, something that is happening year on year. In June we had the highest number of cause for concerns recorded. SR and BG are planning to do more in depth work to find patterns and themes, which months are higher, the reasons for them – at the moment there seem to be a lot of suicidal thoughts and self-harm experienced by young people. Other organisations are seeing the same trends and SR thinks the pandemic is now impacting young people. There won't be a reduction in the risk at the moment, so we need to manage that and support our staff.

AB asked if there was a threshold in the number of cause for concerns that would be untenable for us to manage. SR explained the capacity of being able to report the concerns could be impacted and will think further about developing a process/policy to prevent levels being untenable.

HB asked how staff were managing. SR explained they have noticed a difference and it is challenging. We are now changing the structure of the day to allow 15 minutes in between sessions. The safeguarding process and support are really good.

SC asked if ICB have oversight of the risk. SR said that reports are completed, and they have an overview from this.

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

TP opened discussion about the contracts we need decisions for to be able to sign these. Comments and concerns encouraged.

CCG Contract error –

AB asked for clarification as to why the date is being backdated to 2021 from 2022 and if there is any impact on us if we sign this.

TP commented that we have been back and forth and queried this, it seems to be an administrative error. There should be no comeback from it, and we are at increased risk if we don't sign it as we have protections in that contract.

AB asked if we have sought legal advice as backdating contracts is not very good. AL seconded AB's question. DP asked why they aren't awarding the grant agreement for the dates (April 21 – April 22). SR thinks we shouldn't have been on the grant agreement in the first place which is why they have asked to backdate the contract. SR agreed that the risk of not signing it could impact our longer term, re-occurring funding. JC has agreed to look over the contract in more detail.

After discussion, DP/AB suggested asking for a cover letter explaining this course of action to go alongside the re-dated and signed contract, so we have a trail of evidence of why they requested we sign a backdated contract.

*Action: JC to look through the contracts and meet with SR/TP so a letter can be drafted to ask ICB for further information/explanation letter.*

CWP contract – to be discussed further in IGG.

No further comments about CEO report.

#### Finance & Business Development Report

CN asked for comments.

AB asked about the CRM system not being fit for purpose. TP explained that Ops Managers are looking into three different systems – Harlequin, CIVI and Salesforce. This is currently being worked on. DP happy to contribute and help with this.

#### Therapeutic Services Report

CN asked for comments.

AB/DP fed back that the service model matrix was really good in this report and helped understanding.

DP asked if there are any concerns about the service progress/amber projects. SR explained that they are tracking them very regularly, she is not concerned, and plans are in place.

### **6. Contracts**

Covered in Chief Executive Officer's report. To be discussed further in IGG.

### **7. Chair's Update:**

AB gave a verbal update.

AB mentioned that Rob Morton has resigned from being a trustee due to personal circumstances. AB has stepped into FSG in the interim.

We are now looking for another trustee with financial experience, an interview is being arranged.

AB shared that he thought SR's proposal of the Board's safeguarding training was very good. SC and AL both support the proposal. SC happy to source and deliver training if necessary. AB asked if everyone was happy for the proposed training requirements to be written into the expectations of trustees.

AL will continue to work on developing this and updates will be given in the near future.

### **8. SEG update:**

AL summarised what SEG have been working on in the last quarter.

Terms of Reference have been reviewed and require approval.

Skills audit is being carried out, this will help determine what we have in house and what will need in the future.

Waiting list is fine at the moment.

SEG are going to meet with members of therapeutic team to discuss mentoring and psychotherapy issues around further training and education.

Equality and Diversity data is being collected and is helpful.

CAMHS have stopped A&E assessments.

Caldicott Guardian training – this has been picked up by TP.

AL would be interested to see the mentoring offer expanded in future. TP mentioned that this is being worked on the by the Service Review Task Group.

#### **9: FSG update:**

AB provided a summary of what is being discussed in FSG currently:

Investment proposal – investing does not look to be the best option at the moment but may be an option in the future. As a short-term solution, to gain more interest than we are at the moment, we will move the reserves from the current account it sits in now. This is still in progress and other options will be explored in the coming months. Opinions from the Board were encouraged. Board members agreed with the plan as it stands.

#### **10. IGG update:**

AD explained we have decided to keep the covid risk assessment in place as a precaution despite restrictions being eased.

Risk register has been re-formatted.

Policies have been reviewed and signed off – in particular the Health & Safety Policy.

Currently working on streamlining the Health & Safety Guidance document.

Business Continuity Plan is being reviewed with guidance from the insurance brokers.

Challenges have been combatting the heat in Crewe. Update from CN that we now have 6 air con units in place, and these have made a positive impact.

Priority for the next quarter is to finish the audit.

DP commented on the section in report about moving from Breeden House and if we will remain in Crewe is we move. TP explained we have a high demand in the area so need to stay there. We have more time before notice is to be given but this is the plan for early 2023.

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

TP gave a brief update on the status of the accounts audit. FSG are meeting with auditors on 1<sup>st</sup> September and will report back to the Board for signing off before the AGM. We have just been granted £25K from a postcode lottery and we are currently looking at a £600 deficit by the end of the year which is positive. Currently we have a good plan in place and the forecast will go to FSG next week.

AB reiterated that input will be required via email from Board members in regard to the accounts in the coming weeks.

#### **12. Health & Safety:**

Covered in IGG update.

No further questions or commented.

#### **13. Policies & Procedures:**

GDPR Policy:

No comments.

Cyber Security Policy:

No comments.

*Action: to be signed off by AB.*

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

Caldicott Guardian – covered in SEG update.

Environmental Sustainability Group – next step is to communicate with staff and trustees to gather volunteers.

CN confirmed that the strategy day is booked for 18<sup>th</sup> October.

TP is currently drafting the next stage strategy priorities for the strategy plan which will be ready for the October day and November Board Meeting.

*Action: CN to communicate about Environmental Sustainability Group.*

#### **15. Christmas Closure**

TP proposed idea for gifted day/half day on Friday 23<sup>rd</sup>. The Board are happy for TP to come to a decision about the Christmas closure/gifted days. Visyon will open in between Christmas and New Year to support anyone that requires it during this time and to fulfil contract requirements.

*Action: Communicate decision to staff.*

#### **16. Risk Register:**

No further comments or questions at this time.

*Action: TP to update Risk Register.*

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**Date of next meeting:** 28<sup>th</sup> November 2022

All meetings 6.00pm unless otherwise stated.

Venue: via Zoom

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Signed:

A handwritten signature in black ink, appearing to be "A. B. L.", written in a cursive style.

Position: Chair

Date: 25<sup>th</sup> November 2022