

**Minutes of Visyon Ltd trustee meeting,
held on Wednesday 19 September 2018 at Fellowship House, Park Road, Congleton**

Item No.	Item
19. 09 .01	<p>Introductions, Apologies & Conflicts of Interest</p> <p>Present: Chrissie Cooke (CC) (Chair) Andrew Leahy (AL) Liz Johnson (LJ) Rob Lilley (RL) Adi Dean (AD) Jenny Hawkes JH) Louise Dooks (LD) Theresa Pass (TP)</p> <p>Apologies: Andrew Brabban (AB)</p> <p>In Attendance: Laura Whitaker (LW) CEO Interim</p> <p>Mentioned in minutes: Service Effectiveness Group (SEG) Financial Sustainability Group (FSG) Senior Management Team (SMT)</p> <p>CC opened the meeting.</p> <p>RL recorded a potential conflict of interest as he supplies IT services to Visyon.</p> <p>AD recorded a potential conflict of interest as he supplies Health and Safety Consultancy to Visyon on a pro bono basis.</p> <p>LD recorded a potential conflict of interest as she is working for national MIND and may be advising a local MIND organisation on a contract that Viyson is tendering for. Agreed that when the topic arises LD will be excused until the discussion is over.</p> <p>It was agreed that these conflicts do not affect any of the business on this meeting's agenda. No other conflicts were recorded with any of the business on this meeting's agenda.</p>
19. 09 .02	<p>Minutes of 20 August meeting</p> <p>The minutes of the Trustee meeting of 20 August 2018 were accepted as a true record of the meeting with the amendment to the wording of regarding overheads in item 18.08.02.</p>
19.09.03	<p>Action Log</p> <p>The action log was reviewed.</p> <p>Item 16.12.07 TP will take this forward and confirm at the next meeting.</p> <p>Items 18.07.07 & 18.07.08 terms of reference will be confirmed at the October meeting.</p> <p>Action 18.08.02 (LW) complete.</p> <p>Action 18.08.02 (RL) in progress.</p>

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19.09.04	Risk register received and noted. Two new risks added in HR B6 (1) impact on staff morale and mental health due to instability as a result of short contract most work & (2) Visyon's information governance current capability doesn't meet future requirements. Adequate risk controls unmitigated actions in place at the moment.
19.09.05	Safeguarding – LW reported that the summer period had not been as quiet as they expected, with some safeguarding issues being raised. LW and SMT were reviewing and handling safeguarding issues and were not worried. SMT to be reminded to seek advice from AL as much as possible. AL confirmed that he was engaged in discussions with SMT, which were ongoing.
19.09.06	Chair's report: CC gave verbal report on the progress of the family ties investigation, that she had discussed the draft terms of reference for the S e.g., F SG and the new integrated governance group with TP and circulated them for information to trustees, she also summarised actions taken regarding TP induction and starting in post.
19.09.07	Laura Whitaker presented the chief executive's briefing highlighting progress made towards reducing the 2018 19 deficit, reiteration of the issues around safeguarding, introduction of the summer activities programme. Particular note the tools for schools service had received a very positive feedback from commissioners. LW thanked the Trustees for their support and the opportunity to step up to the role of interim chief executive. CC extended the thanks of the trustees to LW for her stable leadership and commitment over this period.
19.09.08	Fundraising policy, draft fundraising strategy, draft communication strategy and draft communications plan were taken for information only. It was agreed that the documents would be considered as part of the new chief executive's priorities and presented for final approval at the trustee board when some more work had been completed.
19.09.09	LW presented a scoping paper setting out the requirements for information governance for future statutory commissioning. In brief from April 2018 all health and social care services are recommended to follow information governance toolkit guidelines. There is a shortened list of requirements for voluntary sector organisations and LW's paper sets out where Visyon is in relation to each of these requirements. The paper indicates further work will be undertaken but that it is not a large burden. The SMT need an understanding of the role of Caldicot Guardian and senior information risk owner (SIRO). Trustees received the paper with interest, noting that this gave a degree of assurance to the trustees that senior management team have an understanding of what is required regarding information governance for the future. It was confirmed that either CC or AL. could act as Caldicot Guardian when the time comes. CC has been Caldicot Guardian in NHS organisations in the past. She explained that essentially the Caldicot Guardian role is to decide when confidential information can be shared between organisations, and providing advice and guidance to staff. The SIRO is the most senior person responsible for information and its management, which by default would be TP as the CEO.

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	Part of the information governance toolkit requires IT suppliers to be accredited to supplier certification frameworks. CC asked RL to consider this and provide a response to TP regarding Microbyte's certification.
19.09.10	TP presented the new chief executive's priorities and issues document. This sets out her first thoughts in relation to things that need to be addressed and includes first draft of a reporting template setting out when TP is likely to have completed the work. Trustees had not had enough time to be able to consider this and TP wanted to make more changes to it so it was agreed that this will be discussed at the October away day.
	<p>Dates of next meetings</p> <p>All meetings 6pm for discussion before 6.30pm business meeting, unless otherwise stated.</p> <p>Venue: Fellowship House, Park Road, Congleton</p> <ul style="list-style-type: none"> • Monday 15th October 2018 – <i>cancelled</i> • Friday 19th October 2018 – away day with incoming CEO and SMT – times and venue – Ensure Training, Nantwich. • Monday 17th December 2018 • Monday 18th February 2019 • Monday 22nd April 2019

Signed.....

Position.....*Chair*

Date.....*19/10/18.*

