

**Minutes of Visyon Ltd trustee meeting,
held on Monday 21st August 2017 at Fellowship House, Park Road, Congleton**

Item No.	Item
17.08.01	<p>Introductions, Apologies & Conflicts of Interest</p> <p>Present: Chrissie Cooke (CC) (Chair) Liz Johnson (LJ) Louise Dooks (LD) Rob Lilley (RL) Andrew Leahy (AL)</p> <p>Apologies: Andrew Brabban (AB) Jenny Hawkes (JH)</p> <p>In Attendance: Mark Vincent (MV) of Mitten Clarke Auditors for part of the meeting Gervase McGrath (GM) Sandi Marshall (SM) Minute-taking</p> <p>Mentioned in minutes: Amanda Phillips (AP)</p> <p>CC opened the meeting. RL recorded a potential conflict of interest as he supplies IT services to Visyon. LJ recorded a potential conflict of interest as she provides commissioning support to Cheshire CCGs. LD recorded a potential conflict of interest as she is employed by MIND. No conflicts were recorded with any of the business on this meeting's agenda.</p>
17.08.02	<p>Auditor Report to the Trustees</p> <p>MV presented the audit findings report. GM questioned whether it would be advisable to increase the threshold for capitalising assets as it is currently set at £500. MV confirmed that it would be sensible to increase it and suggested a threshold of £1250. FSG to revisit the policy. CC commended AP's hard work. All approved the annual accounts 2016/17.</p>
17.08.02	<p>Safeguarding Examples</p> <p>GM reported that there are fewer causes for concern than at the last trustee meeting, but that is to be expected as it is the summer holidays and there are still twice as many as this time last year. GM reported that AL's advice has been helpful. GM has spoken to the Clinical Director on occasion when trying to get support for a young person.</p> <p>Visyon has introduced a screening process based on YP-CORE at referral stage. This aims to ensure we are not taking on clients with inappropriately high levels of need.</p> <p>Work with GPs is being developed to reduce the number of indirect and inappropriate referrals (GPs telling parents to refer their child to Visyon without the GP assessing need).</p>
17.08.03	<p>Minutes and Action Log</p> <p>Minutes from the Trustee Meetings held on 19th June 2017 were accepted as a true record.</p>

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	<p>Action Log: 16.12.05 – LJ and RL reported on their audit of recruitment processes. They were reassured that the processes were robust. In all cases, references had been taken up, and interview notes were kept etc. LJ and RL to send written report to GM before bringing to next meeting.</p> <p>17.08.03 – There are 26 new policies relating to HR on SASProtect. The trustees had previously agreed to adopt the policies as part of the move to SASProtect, GM has delegated authority to sign these policies off.</p> <p>17.04.03 – CC to write to AL to set out key responsibilities of Safeguarding Lead role – carried over to next meeting</p> <p>17.04.12 – CC and GM to discuss Visyon objectives for coming year – carried over to next meeting</p> <p>17.06.05 – Chair and Deputy Chair job descriptions to be revised. GM and LD attending a relevant seminar in September. GM meeting with potential trustees through Cheshire Connect – carried over to next meeting</p> <p>17.06.07 – All to use existing audit process which will be reviewed once the audits are complete</p> <p>17.06.12 – Info on GDPR changes circulated by LJ. GDPR will be part of procurement checking from now on. GM to bring paper on GDPR to December meeting – closed</p>
17.08.04	<p>Business Cases/Bids Nothing to discuss</p>
17.08.05	<p>Chair's Report CC reported that an anonymous complaint letter had been handed to RL. This has been reviewed and CC will send a communication to all staff regarding this by the end of the week. CC has drafted an ad for new trustees and is now waiting until the autumn when the holidays are over.</p>
17.08.06	<p>Chief Executive's Summary Report GM explained the referral process in greater detail. RL asked about turnover of staff. GM explained that there were several reasons for this. Some staff had gone to jobs in other services with higher rates of pay, one has moved jobs to be near her parents. GM explained that a subcontractor have been discontinued from working with us in the Tools for Schools project. This was due to concerns about the delivery of their part of the contract, which they were challenged about more than once. Poor feedback was received from a school they went into, and from the commissioners of the project. GM explained that David Briggs, Lord-Lieutenant of Cheshire, is supporting Visyon through his network and by introducing us to influential people locally.</p>
17.08.07	<p>Service Effectiveness Group (SEG) Chair's Update</p>

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	<p>LD has spoken with LJ and AL, and will speak with JH before commencing in role as chair of SEG. The next meeting is planned for September so there will be an update at the October meeting.</p> <p>GM reported that he has been challenging commissioners' perceptions. He has been clear that Visyon does not have a waiting list. The CCGs have commissioned work on a cost and volume basis and Visyon is delivering far more outputs than required by the contract. GM has been clear with commissioners that responsibility for the waiting list rests with the CCGs. The trustees commended the reports and requested that they routinely receive the quarterly reports that are issued to commissioners. GM confirmed that Visyon routinely includes outcome monitoring in all reports though commissioners rarely request them.</p>
17.08.08	<p>Financial Sustainability Group (FSG) Chair's Update RL reported that the FSG has not met but is due to meet in September.</p>
17.08.09	<p>Management Accounts and Budgets The MI pack was discussed. GM reported that CE are requesting specific organisational information which falls outside what would normally be required on a cost and volume contract.</p>
17.08.10	<p>Health & Safety There were no health and safety incidents to report.</p>
17.08.11	<p>Risk Register Risk register reviewed. O4 and O5 discussed and agreed. Appetite status agreed as 16 throughout. All agreed to discuss risk register at beginning of future trustee meetings to focus the agenda, and at the end in order to change any factors if necessary.</p>
17.08.12	<p>Strategy / Development and Objectives Nothing to discuss.</p>
	<p>Dates of next meetings All meetings 6pm for discussion before 6.30pm business meeting. Venue: Fellowship House, Park Road, Congleton</p> <ul style="list-style-type: none"> • Monday 21st August 2017 • Monday 16th October 2017 • Monday 18th December 2017 • Monday 19th February 2018 • Monday 16th April 2018 • Monday 18th June 2018 • Monday 20th August 2018 • Monday 15th October 2018 <p>Visyon AGM: Monday 25th September 2017</p>

Signed.....

Position.....*Chair*.....

Date.....*30/10/17*.....