

**Minutes of Visyon Ltd Trustee Meeting,
held on Monday 18th February 2019 at Fellowship House, Park Road, Congleton**

Item No.	Item
18.02.01	<p>Guest Presentations Elizabeth Pugh, President, attended and gave a presentation prior to the business meeting.</p>
18.02.02	<p>Introductions, Apologies & Conflicts of Interest</p> <p>Present: Chrissie Cooke (CC) (Chair) Andrew Brabban (AB) Rob Lilley (RL) Liz Johnson (LJ) Adi Dean (AD) Louise Dooks (LD)</p> <p>Apologies: Andrew Leahy (AL)</p> <p>In Attendance: Theresa Pass (TP) Pat Walsh (PW) Minute taking</p> <p>Mentioned in minutes: Service Effectiveness Group (SEG) Financial Sustainability Group (FSG) Senior Management Team (SMT)</p> <p>CC opened the meeting. RL recorded a potential conflict of interest as he supplies IT services to Visyon. AD recorded a potential conflict of interest as he supplies Health and Safety Consultancy to Visyon on a pro bono basis. 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 Visyon is tendering for. Agreed that when the topic arises LD will be excused until the discussion is over. 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>
18.02.03	<p>Minutes and Action Log: The minutes of the Trustee Meeting of 17 December 2018 were accepted as a true record of the meeting. CC and TP to discuss any redactions.</p> <p>Action Log 16.12.05 HR processes audit - EJ indicated this had been part completed previously. However as the new process is now in place it has been decided that EJ and RL will now carry out an audit in respect of 2 new starters as soon as possible. Carried over to April 2019 meeting.</p>

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	<p>17.06.05 Chair and Deputy Chair job descriptions – CC and TP to discuss and provide an update. Postponed to April 2019.</p> <p>18.06.14 Strategy, development and objectives – to be discussed at away day – carried over to Feb 2019 meeting - to be followed up at April away day with SMT -Completed</p> <p>18.08.02 Alignment of annual accounts and management accounts – RL to confirm by email to CC that this has been completed. Item to then be marked as closed.</p>
18.02.04	<p>Risk register: Risk register received and noted. Discussion took place around HRB6 and O1. Agreed that there are no changes.</p>
18.02.05	<p>Safeguarding: TP stated that details of recent safeguarding cases are included in the Therapy Services Report provided.</p>
18.02.06	<p>CEO's report:</p> <p>TP spoke of having hoped to announce the new Heads of Service positions internally this week. Dates for planning meetings have now been set for TP and the new Heads of Service.</p> <p>TP referred to the Bid Plan and explained the new format. TP said that the freelance bid writer has an average success rate of 60 -70% and the amount included in the budget is based on a 50% success rate.</p> <p>In respect of rejected bids the freelance bid writer has followed up and where appropriate will be resubmitting amended bids.</p>
18.02.07	<p>Chair's report: CC spoke of items being discussed at the trustees' away day earlier today. CC mentioned that TP's appraisal is coming up. Board development is to be planned over the next few months with the trustees, TP and the SMT.</p> <p>Dates for the IGG meetings are to be agreed and distributed.</p>
18.02..08	<p>SEG Chair's update: LD confirmed that a meeting took place in January and Skype was used and worked well for this meeting. LD asked the trustees if there are any KPIs or specific information they would find helpful. Discussion took place concerning seeking views of service users and staff for feedback on services delivered, options going forward and suggested improvements. Methods of capturing views were suggested and it was agreed that LD and TP will discuss in more detail.</p>

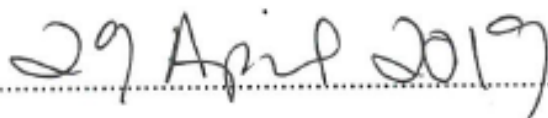
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<p>18.02.09</p>	<p>FSG Chair's update: RL told the meeting that the budget had been scrutinised in detail during the last FSG meeting. However there are clear ideas about where changes will be required when the outcome is known.</p> <p>The clear information about bids and grants is very helpful and has not previously been made available. TP said that close attention will be paid to fundraising and when the budget has been agreed targets will then be discussed with the fundraising staff and bid writer.</p> <p>AB said that the budget will need to be revisited if the tender is not successful. CC added that the budget cannot be approved yet as the outcome is still unknown. AB said that if the outcome is a positive one verification can be given by email. If not successful further consideration will need to be given to the budget and future planning and so an emergency meeting may be required.</p> <p>Action: Telephone / Skype call to take place on Thursday 28.02.19, 10.00am, TP, RL and AB. FSG will then email their recommendation to CC.</p>
<p>18.02.10</p>	<p>Management Accounts and Budget: As discussed above.</p> <p>RL thanked the Finance Manager, TP and SMT for their involvement in the budget preparation.</p>
<p>18.02.11</p>	<p>Health & Safety: AD reported that the Health and Safety Policy has been reviewed. AD added that some content remains generic and does need to be revisited. Responsibilities have been added which need to be signed off, including those for the trustees. This, with the policy statement, then needs to be displayed in a public area in Visyon's buildings. TP said that the policy will then be sent to SAS Daniels for uploading on to our HR system.</p> <p>AD questioned what policies are being provided by SAS Daniels as the Health and Safety Policy on SAS Protect is out of date. TP replied that SAS Protect as a system does not provide an alert when policies are out of date and Visyon as an organisation needs to do this.</p>
<p>18.02.12</p>	<p>Policies and Procedures: The Absence Policy and Equal Opportunities Policy were signed off and ready for approval by SAS Daniels.</p> <p>CC indicated that policies are to be approved by the trustees, however procedures can be approved by the CEO.</p> <p>The procedure in respect of approval of policies is to be IGG, trustees, SAS.</p>
<p>17.12.13</p>	<p>Strategy / Development and Objectives:</p>

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	<p>CC said that this was discussed earlier at the away day. AB added that as much depends on the outcome of the tender, there will be more clarity when this is known and therefore further discussion can be more focused at the next away day in April.</p> <p>Discussion took place about the process with partners. CC commented that there may be some learning around clarifying the agreement with partners for the future.</p> <p>It was agreed that there had been sufficient discussion about strategy at this time.</p>
<p>17.12.14</p>	<p>Risk Register: No changes to the risk register.</p>
	<p>Dates of next meetings All meetings 6pm for discussion before 6.30pm business meeting, unless otherwise stated. Venue: Fellowship House, Park Road, Congleton</p> <ul style="list-style-type: none"> Monday 29nd April 2019 – Away Day – Ensure, Nantwich

Signed.....

Position.....

Date.....