

**Minutes of Visyon Ltd trustee meeting,
held on Monday 12th December 2017 at Fellowship House, Park Road, Congleton**

Item No.	Item
17.12.01	<p>Introductions, Apologies & Conflicts of Interest</p> <p>Present: Andrew Leahy (AL) (Chair) Liz Johnson (LJ) Rob Lilley (RL) Jenny Hawkes (JH) Andrew Brabban (AB)</p> <p>Apologies: Chrissie Cooke (CC) Louise Dooks (LD)</p> <p>In Attendance: Gervase McGrath (GM) Sandi Marshall (SM) Minute-taking</p> <p>Mentioned in minutes: Service Effectiveness Group (SEG) Financial Sustainability Group (FSG) Sam Ruck (SR) Laura Whitaker (LW)</p> <p>AL 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. No conflicts were recorded with any of the business on this meeting's agenda.</p>
17.12.02	<p>Minutes and Action Log</p> <p>Minutes of the meeting of 16th October 2017 were accepted as a true record and it was agreed they should be made public with the suggested redactions. Minutes of the business meeting of 6th December 2017 were accepted as a true record.</p> <p>Action Log:</p> <p>16.10.10 – remodel of health and safety procedures – currently underway with the pro bono support of a consultant – carried over to next meeting.</p> <p>16.12.05 – LJ and RL will offer a brief update report, then follow-up report later in 2018 – carried over till August 2018</p> <p>16.12.07 – Datasets for HR and service delivery – to be carried over to February meeting</p> <p>17.04.03 – AL completing level 3 safeguarding training in March. LJ to do level 3 through her workplace. GM struggling to find anything locally; NSPCC don't deliver it anymore. All agreed level 3 would be sufficient – agreed to close</p>

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	<p>17.04.12 – CC and GM have discussed Visyon objectives for coming year – carried over to next meeting</p> <p>17.06.05 – Chair and Deputy Chair job descriptions to be revised – to carry over to next meeting</p> <p>17.08.02 – Financial Controls Document amended to raise threshold for capitalisation – agreed to close</p> <p>17.08.03 – GM, SR and PW attending training on GDPR in February. GM to circulate paper with GDPR compliancy plan – to be brought to meeting in February</p> <p>17.10.04 – short form contract information circulated – agreed to close</p> <p>17.10.05 – training from Cheshire Connect training day to be circulated – SM to complete</p> <p>17.10.10 – GM confirmed Visyon currently has 4 months’ trading reserves which is sufficient to cover all redundancy liabilities – agreed to close</p> <p>17.10.12 – AL completed formula for inappropriate referral audit. AL to contact SR to arrange a meeting – to be brought to meeting in February</p>
<p>17.12.03</p>	<p>Risk Register The risk register was reviewed.</p> <p>S1: <i>Ability to deliver early interventions is impacted by reduction in statutory sector capacity resulting in an increase in demand for higher level interventions by Visyon</i>; it was agreed that mitigating actions should read “Removal of Visyon from risky contracts. Sustained boundaries of practise. Develop joint working with CAMHs as per 16-19 programme. Develop innovative approaches that meet need in time limited interventions eg. under-11s programme”, and probability lowered to 3.</p> <p>S3: <i>Increased demand results in longer waiting times and higher DNA rates</i>; probability lowered to 3. Agreed that DNA rates to be included in objectives for the coming year.</p> <p>F2: <i>Loss of statutory and trust funding due to ongoing economic downturn and the impact of Brexit</i>, it was agreed that mitigating actions should read “Ensure we deliver USP, and widen funding base to ensure we don't rely on statutory sector”, and probability increased to 4.</p> <p>HRB1: <i>IT & data security arrangements are insufficient leading to a potential breach of data security and data protection</i>; it was agreed that mitigating actions should include “Increased email security”, and probability lowered to 3.</p> <p>HRB2: <i>Data collection is incomplete or inaccurate resulting in poor understanding of business health in respect of performance data</i>; it was agreed that mitigating actions should include “Quality of note-taking is good”.</p> <p>HRB5: <i>Stakeholder raises legal claim against Visyon giving rise to legal costs and potential damages</i>; it was agreed to add this risk with the proposed mitigating actions and risk levels.</p>
<p>17.12.04</p>	<p>Safeguarding</p>

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	GM reported that safeguarding is still at high levels, though most are managed through case/referral management. This should reduce as the screening process takes effect. AL agreed to be available to LW and SR for support in decision-making in referral management.
17.12.05	Chair's Report
17.12.06	<p>Chief Executive's Summary Report</p> <p>JH fed back that Tools for Schools is well-regarded by local schools. GM stated that Tools for Schools is an opportunity for Visyon as it has built our reputation in schools in Cheshire East, and we have had a request to deliver the programme in Glossop.</p> <p>AL offered to carry out a wine-tasting fundraising evening for Visyon in 2018. AB suggested that we compile a list of people who would be happy to re-tweet/ share our posts on social media, and email out to them when we want to push something. AB would be happy to do this.</p>
17.12.08	<p>Service Effectiveness Group Chair's Update</p> <p>SEG minutes were circulated by LD. GM and PW are working on the Civi update.</p>
17.12.09	<p>Financial Sustainability Group Chair's Update</p> <p>RL reported that the FSG had not met, but will meet in January.</p>
17.12.10	<p>Management Accounts and Budgets</p> <p>GM confirmed that the CCGs are paying their invoices on time.</p>
17.12.11	<p>Health & Safety</p> <p>There were no health and safety incidents to report. SM has attended Fire Marshal training. SM and a volunteer attended advanced First Aid training. Fire exit routes have been improved and new first aid boxes have been installed.</p>
17.12.12	<p>Risk Register</p> <p>Nothing to add following meeting.</p>
17.12.13	<p>Strategy / Development and Objectives</p> <p>GM reported that trustee recruitment is underway. 1 person attended the trustee open afternoon and there have been a number of expressions of interest, including 3 people from BNI. The recruitment process is being followed. GM to discuss the interview panel with CC.</p>
	<p>Dates of next meetings</p> <p>All meetings 6pm for discussion before 6.30pm business meeting. Venue: Fellowship House, Park Road, Congleton</p> <ul style="list-style-type: none"> • Monday 19th February 2018 (AL sends his apologies) • Monday 16th April 2018 • Monday 18th June 2018 • Monday 20th August 2018 • Monday 15th October 2018

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Signed.....

Position.....

Date.....