

**Minutes of Visyon Ltd trustee meeting,
held on Monday 26th February 2018 at Fellowship House, Park Road, Congleton**

Item No.	Item
18.02.01	<p>Introductions, Apologies & Conflicts of Interest</p> <p>Present: Chrissie Cooke (CC) (Chair) Andrew Leahy (AL) Liz Johnson (LJ) Rob Lilley (RL) Jenny Hawkes (JH) Andrew Brabban (AB) Louise Dooks (LD) Adrian Dean (AD)</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)</p> <p>CC opened the meeting. RL recorded a potential conflict of interest as he supplies IT services to Visyon. No conflicts were recorded with any of the business on this meeting's agenda.</p>
18.02.02	<p>Introduction to Potential New Trustee</p> <p>CC introduced AD and recommended him to the Board. AD was interviewed in January 2018. AD introduced himself as the managing director of a health and safety consultancy and training company. He works with large and small organisations and has auditing skills and the ability to communicate on all levels. AD stated his desire to help Visyon, which is a fantastic organisation, and to build his own skills. AD left the room. The trustees voted unanimously to co-opt AD onto the Board. AD was welcomed onto the Board as trustee-designate until the AGM.</p>
18.02.03	<p>Minutes and Action Log</p> <p>Minutes of the meeting of 12th December 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 22nd January 2018 were accepted as a true record.</p> <p>Action Log: 16.10.10 – remodel of health and safety procedures – currently underway with AD's support. AD to provide 1-page document to confirm that Visyon is compliant – carried over to April meeting.</p> <p>16.12.05 – data quality audit – on agenda with GDPR</p>

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	<p>16.12.05 – fundraising practice audit – postponed until strategic direction is reviewed and funding strategy is developed. SM to provide list of the fundraising practices Visyon engages in – carried over to April meeting</p> <p>16.12.07 – Datasets for HR and service delivery – to be carried over to April meeting</p> <p>17.04.12 – CC and GM have discussed Visyon objectives for coming year – to be carried over to April meeting</p> <p>17.06.05 – Chair and Deputy Chair job descriptions to be revised – to be carried over to April meeting</p> <p>17.08.03 – GDPR paper circulated – on agenda – agreed to close</p> <p>17.10.05 – training from Cheshire Connect training day to be circulated – SM to complete</p> <p>17.10.12 – Inappropriate referral audit. Not necessary at present – agreed to close</p>
18.02.04	<p>Risk Register The risk register was reviewed. S2: <i>Organisation is unable to establish clear evidence that needs are being met</i>; probability lowered to 3. F2: Wording changed from <i>Loss of statutory and trust funding due to ongoing economic downturn and the impact of Brexit</i> to <i>Loss of statutory and trust funding due to economic or political climate</i>. HRB5: <i>Stakeholder raises legal claim against Visyon giving rise to legal costs and potential damages</i>; probability lowered to 3. O1: <i>Loss of key members of staff impacting ability to deliver high quality services</i>; probability lowered to 3. O4: <i>Complexity of referrals exceeding the skills available in the team compromising the safety of the client and the integrity of the Visyon offer</i>; impact lowered to 4; probability lowered to 3. O5: <i>Use of building by members of the public using the café area may compromise the safety of unaccompanied children</i>; probability lowered to 2.</p>
18.02.05	<p>Safeguarding Info redacted</p>
18.02.06	<p>Chair’s Report CC will arrange a trustee away-day. She will send a doodle poll to establish a date for this on a Saturday in March or April.</p>
18.02.07	<p>Chief Executive’s Summary Report GM updated the trustees that the current iteration of the 2018/19 budget is showing a forecasted £65k deficit. The team are working on finalising the budget before presenting it to the FSG. GM reported that it looks unlikely that SC & VR CCG will have a provider in place to replace Visyon. Visyon will end ethically with all the clients that we work with for this contract.</p>

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	<p>GM reported that many voluntary services have been given 3-months' notice on their Early Help money from Cheshire East, and there is talk of this money being pooled with the CCG funding.</p> <p>GM is meeting with Fiona Bruce MP this Friday to discuss the pressures. GM confirmed that Yvette Fielding and Karl Beattie have stood down from being Visyon's patrons as they are too busy.</p> <p>GM reported that a GDPR audit meeting is taking place on 5th March. There are some changes to be made but, as Visyon already has many data processes in place, we will find it easier than many organisations. Much of the work has been mapped; a staff training programme has been developed; we have started getting agreements in place with data processors. There is still some work to do on policies. GM stated that by 25th May, Visyon will be 95% compliant, with a plan in place for the remaining work. CC stated that the trustees need a position statement including a list of what has been done, what is being done, and what needs to be done, with timescales. GM agreed to send a status report to the trustees by the end of the week. RL and LJ will attend the meeting on 5th March.</p> <p>AL questioned if the statutory services inform Visyon about safeguarding concerns relating to clients. GM confirmed that CHECS are helpful, but a recent situation arose with a vulnerable adult who was not a Visyon client, but was in a relationship with a Visyon client. We were told by a number of agencies that we couldn't access information because we're not a statutory agency. AL offered to help in situations like this.</p>
18.02.08	<p>Service Effectiveness Group Chair's Update All agreed to pause SEG activities until the business plan is developed.</p>
18.02.09	<p>Financial Sustainability Group Chair's Update RL reported that the FSG met and discussed the draft budget. GM stated that the trustees may need to accept a deficit budget for 2018/19. There will be some cliff-edges, but so much of Visyon's funding is at risk at the moment that it is unavoidable. We have 4 months' trading equivalent in reserves which, with the loss of the SC & VR CCG funding, will be over statutory reserve requirements. The 2018/19 budget will go to the FSG in March, then to the full trustee meeting in April.</p>
18.02.10	<p>Management Accounts and Budgets No questions were raised regarding the MI pack.</p>
18.02.11	<p>Health & Safety There were no health and safety incidents to report.</p>
18.02.12	<p>Risk Register HRB1 - <i>IT & data security arrangements are insufficient leading to a potential breach of data security and data protection; mitigative actions to be changed to: 'Implementation of GDPR compliance and audit plan'.</i></p>
18.02.13	<p>Fundraising Practice Audit Report To be carried over</p>
18.02.14	<p>Strategy / Development and Objectives CC stated that the business plan was a good start. Measurables and timescales to be added.</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 19th March 2018 (AL sends his apologies)

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	<ul style="list-style-type: none">• Monday 16th April 2018• Monday 18th June 2018• Monday 20th August 2018• Monday 15th October 2018
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Signed.....

Position.....

Date.....