

# Board of Trustees Meeting

## MINUTES

20<sup>th</sup> May 2024, 6 – 7:35pm

Via Teams

### Present:

Andrew Brabban (Chair) (AB)

Helen Butters (HB)

Theresa Pass (TP)

David Parkinson (DP)

Avarni Jagpal (AJ)

Sam Ruck (SR)

Sidra Ali (SA)

Lisa Cormack (LC)

Adrian Dean (AD)

- attended part of meeting

Jonathan Clay (JC)

- attended part of meeting

Barry Brennan (BB)

Chrisie Edes (CE)

### Apologies:

Sharon Conlon (SC)

### Mentioned in minutes:

Service Effectiveness Group (SEG)

Financial Sustainability Group (FSG)

Internal Governance Group (IGG)

Service Development Group (SDG)

Just Drop In (JDI)

Integrated Care Board (ICB)

Freedom to Speak Up Guardian (FTSU Guardian)

Victoria Rutherford (VR)

### 1: Introductions, Apologies & Conflicts of Interest:

Apologies from SC.

No conflicts raised.

### 2: Minutes & Action Log from previous meeting:

Minutes 26.02.24 - The minutes of the Trustee Meeting of 26th February 2024 were checked for accuracy. No comments or adjustments, all agreed that the minutes were accurate.

An update on the EAP proposal was requested by DP. TP confirmed that this has been postponed until autumn time due to the April pay increase happening instead.

*Action: Send over to AB for signing off.*

#### Action log 26.02.24

Actions were discussed and progress updated. The majority of items are to be removed as they have been completed. The trustee skills map is to be redistributed and completed by those that have not done it. A review of this is then to be done.

*Action: Redistribute skills map*

*Action: Review to be done of skills map to identify gaps.*

### **3: Safeguarding:**

SR had nothing significant to report and that safeguarding is continuing as normal. The inappropriate referrals we have been receiving do seem to be slowing down showing good communication with the council around this.

### **4. Chief Executive's Summary Report:**

AB asked what the difficulty is with renegotiating a new lease with CE Council. TP advised that communication has been delayed and we are awaiting for an inspection from them to hopefully determine a new contract. Currently it seems the council are suggesting a five-year lease, which is their standard procedure, although Visyon would ideally like a ten year one. This is yet to be discussed with the Head of Estates at the council.

TP advised there could be some conveyancing costs involved when the new lease is agreed.

HB asked about how the relationships are forming with other agencies and if any contracts are needed. TP advised that at this stage it is just strengthening relationships and starting discussions for possibilities in the future, for example sharing services and pooling resources.

#### Finance & Business Development Report

AB commented about the Q4 funding results and thanked the team involved with that for helping to reduce the deficit in Q4.

TP highlighted that the fundraising gaps remain in the areas of core and unrestricted funding. At the moment there is a lot of back and forth with our external bid writer as we aim to put several applications in over the next couple of months.

TP also commented that this Q1 (24/25) has started better than it did last year with a lower deficit.

#### Therapeutic Services Report

AB asked how recruitment is going. SR stated that the post has only been out for just over a week, so it is a bit early to tell. Two applications have been received so far but one hasn't been suitable. Recruitment is ongoing until beginning of June so we should have a better idea of the market for this then. Recruitment for placements and volunteers has been successful, we have recruited four new people who are currently being inducted.

AB asked about the resources around anxiety and panic attacks and how these are used.

SR confirmed that they are given to clients and are also available on our website.

AB was pleased that the status report was all green.

AB asked about the new 'was not brought' option of Civi and if there is a policy around this.

SR confirmed that this falls into the 'did not attend' policy.

AB asked about the inappropriate referrals impacting on the Initial Contact team's capacity. SR explained that currently this is a big part of their role and it is important that it is done because those ringing in feel heard and appreciate the signposting. SR also mentioned that the IC Team role and time is being written into bids/applications to try and get their costs covered through this.

## 5: Chair's Report

AB provided the following updates.

1. As a result of the inappropriate referrals and other things, TP and SR have been working with JDI to communicate a combined perspective to Cheshire East and the ICB about the current provision of services. A letter has been sent to the ICB representatives within the ICB and CE. SR has also been working on a communication to document the operational issues arising to make it clear what the current risks are for young people as a result. AB is happy with the collaboration with JDI and we are currently awaiting a response and outcome from this.

*Action: TP/SR to chase this and date to determined for this.*

2. A member of staff has approached our FTSU Guardian - CE. They have raised concerns about how one of the recent resignations was handled. AB discussed with CE on Friday last week. At present, we haven't had a formal grievance or complaint made but we are waiting to see if this arises. If no grievance is made we have no obligation to complete a formal procedure but AB suggested that a member of the Board meets with those involved to informally explore the concerns and see if there are any lessons to be learned.

TP to meet with CE to further understand the FTSU Guardian role and the process of what happens when someone speaks up.

*Action: Member of Board to volunteer to discuss concerns with those involved.*

*Action: CE/TP to meet to set out procedure for dealing with concerns raised.*

3. AB noted that this is the first Board meeting since we completed the Cheshire East contract and would like to formally note, congratulate and thank those who worked on getting it all sorted.

## 6: SEG update:

SEG minutes from previous meetings were distributed to the Board. HB gave an overview of the meetings and proposed the new Terms of Reference for the two groups SEG is going to split into – Safeguarding Group and Service Development Group. Meetings will be held each month and having different staff/trustees involved is really good for naturally occurring professional challenge and discussion. HB complimented the staff involved and noted their expertise and passion.

Terms of Reference were proposed and a question from DP about meetings being quorate. Discussion determined that the groups are not for decision making and so there is no reason for being quorate as any changes would naturally come to IGG and the Board.

Terms of Reference were approved for both meeting groups and these were approved with no objections.

## 7: FSG update:

AB questioned the current reserves amount as it isn't clear if the deficit from last year came out of that. TP confirmed that it was the surplus to the reserves that has been impacted by the deficit from 23/24.

AB also asked about the deficit being lower than expected for April, TP confirmed that we had had a couple of one-off payments; the NI 'rebate' and claiming the statutory maternity leave pay from the government.

#### **8. IGG update:**

AD provided an overview of what IGG have worked on in the last quarter including the insurance renewal and reviewing a number of policies. TP is still in discussion around renegotiating the lease for Fellowship House.

#### **9. Cyber Security Development discussion**

CE provided a summary of the Cyber Security Development document and how the options identified would be beneficial for securing Visyon's digital assets and data. A discussion with the Board followed and questions raised were answered. The suggested plan for implementing these updates was explained and then approval was asked for from the Board to go forwards with the project. Approval was given with no objections from the board.

#### **10. Management Accounts & Budgets:**

A question about operating expenses in the budget arose, TP is going to follow up with VR about this. TP also confirmed that a reforecast will be completed by VR in June. A question around the forecast being less than the budget was also raised – TP to check with VR.

*Action: TP to speak to VR about operation expenses and the forecast/budget.*

#### **11. Health & Safety:**

No accidents or near misses recorded. All annual checks are up to date.

#### **12. Policies & Procedures:**

No policies for approval at this meeting. A note that the new Employee Handbook has been finalised and is due to be published and distributed to staff at the end of May.

#### **13. Business Continuity:**

No change to this at present. This agenda item to be removed for the next meeting.

#### **14. Risk Register:**

Risk register has been reviewed by TP and there are some points to be noted. Red comments are changes/updates made by TP, blue comments are outstanding for sub-groups to review and ensure all actions have been done. Sub-groups need to review their sections.

*Action: Sub-groups to review their sections on Risk register.*

**AOB:** Rearrangement of the development day is required. CE to liaise with AB for dates.

*Action: Above*

*Action: JC/DP to record approval for the contract delegation process.*

---

**Date of next meeting:** 19 August 2024

All meetings 6.00pm unless otherwise stated.

Venue: via Teams

---

Signed:

A handwritten signature in black ink, appearing to read "A Brabban".

Andrew Brabban



Position: Chair  
Date: 24<sup>th</sup> Sep 2024