



**Draft 100718**

**Board of Directors**

**Minutes of Meeting held at The Maple Centre, 6 Oak Drive, Huntingdon,  
PE29 7HN**

**on Monday 9<sup>th</sup> July 2018**

**Present:**

Helen Blythe - Vice chair

Jonathan Wells - Chair

**1. Apologies**

Lois Sidney – Executive Director

**2. Minutes of last meeting 23<sup>rd</sup> April 2018**

Confirmed as accurate.

**3. Matters arising.**

Actions:

JW has taken forward the work on Memoranda of Understanding.

LS and HB had an action to take forward the rebranding work – this has been done.

LS had an action to ensure we are GDPR compliant. It is not clear that our privacy statement has been sent to everyone on our mailing list.

**Action : JW to check with LS re the privacy statement.**

**4. Chair's Report.**

JW presented this brief report which outlined developments in the last quarter and priorities for the next three months.

No significant issues were raised.

## **5. Executive Director's Report.**

This was discussed in the absence of LS the author.

The good progress on the rebranding exercise was noted. The plan is now briefly to seek external assistance on the logo and then sign off the new brand. This should include standardisation of written materials, plus a consistent approach to all communication in terms of details such as font and font size – so that our identity is as clear as possible.

A key aspect of improving partners' understanding of what we do is to ensure our performance in engaging with the public about their mental health and drug and alcohol issues is seen to be of a consistently high standard. Launching the new image should therefore include public engagement activity.

The Board agreed that we need to be more creative in our ways of attracting members and a "goody bag" can be part of this. However as stated above, the best way to attract members is likely to be through reaching more people through our engagement activity and doing it so well that people want to be part of the SUN Network.

Some queries arose about the accuracy of the performance data.

**Action: JW will check details re performance data with LS.**

It was felt that the report lacked detail and was not presented fully nor clearly enough for its audience (both Board and the public).

**Action: JW to feed back to LS.**

## **6. Finance Report.**

This was discussed and it was noted that the overall position is satisfactory. The Board agreed the proposals for use of some of the underspend.

Again, it was felt that the report could have been better presented and more clearly laid out. There is also an apparent error in the table.

**Action: JW to check error with LS and to feedback about presentation.**

## **7. Policies for Approval.**

As we establish ourselves as a new Community Interest Company we continue to develop the necessary suite of policies.

Complaints Policy – this was approved.

Health and Safety Procedures – this is quite lengthy and detailed. It was approved subject to JW confirming with LS that the description of our relationship with our hosts at the Maple Centre (Hunts User Forum) is accurate.

**Action: JW**

Recruitment and Selection Policy – the section on recruitment of Directors was discussed in some detail and accepted as appropriate. This was approved subject to confirmation from LS to be obtained by JW.

**Action: JW**

Lone Working Policy –this is necessary, although staff will generally not be exposing themselves to risk from others through their activity. The proposed policy requires a centrally held, up to date and accurate record of the daily movements of all staff, which could be simply through a shared outlook calendar. This was approved subject to JW obtaining confirmation from LS that a centrally held calendar is kept or can now be set up.

**Action: JW**

General Data Protection Regulations (GDPR):

**Action: JW will check with LS whether we have done all we need to do once we have communicated our privacy statement.**

**8. Register of Interests.**

This needs to be fully completed by Board members.

**Actions: JW will use HB's details, already supplied, to populate the interests form. JW will ask LS to add her details and to place the register on our website.**

**9. Branding Refresh.**

This was discussed – see 5. Above.

**10. Any Other Business.**

It was noted that work has begun on our first newsletter, as planned in our Business Plan. It was felt to be important that the newsletter is developed after careful

thought about what it is intended to achieve – including questions such as target audience, expected reach, and evidence of best practice and learning from other like-minded organisations nationally, all presented in a style that is both friendly and professional.

#### **11. Dates of Next Meetings.**

It is suggested that these are booked now for the rest of the year with a room booked at the Maple Centre.