



Minutes Directors Board 15/4/19

Present:

Jonathan Wells (JW), Lois Sidney (LS), Helen Blythe (HB)

1. Apologies:

No apologies

2. Minutes of last Meeting:

Agreed as accurate by LS and JW

- 3. Matters Arising:** LS to try again with Red2Green MoU. Richmond Fellowship have signed their agreement today. The difficulties of the CPFT MoU were discussed.
- 4. Chairs Report:** HB raised that she had not been kept up to date with things that have happened, and stated that documents must be clearer for improved understanding by the reader.

Action: LS is to send the updated workflow spreadsheet to JW and HB monthly.

Discussed Staff away day. Date agreed as Friday June 7th 1pm-5pm.

JW updated HB on the Locality Team project

- 5. Executive Director's report:** This outlined achievements and challenges in the last quarter. HB made the point that there needs to be explanatory commentary on the social media reports and JW requested an explanation for differing figures and also an explanation and some context as to why we include social media figures.

Action: LS to amend and circulate.

HB suggested Clipomatic app to use for vlogging. LS to take this forward.

- 6. Finance Report:** This indicates that at year end we are in a sound position with sufficient reserves. A new one year post has been created and recruited to using the previously identified underspend. Discussed the process of accounting. LS is meeting with the accountant to discuss how this looks moving forward. HB suggested Quickbook to ensure more up to date info. LS to take this forward.
- 7. Business Planning:** Two meetings have been agreed for April and May to continue work on the business plan started by email. There was discussion around the board not gelling as we would have liked and the team not feeling supported by the board and the relationship with HB felt critical and distant. HB stated it would be of benefit to plan ahead and have her involved at an earlier date so that it is easier for her to be constructive from the start rather than being experienced by the team as critical and editorial. HB has a varied and useful skillset to offer, which needs to be deployed more effectively.

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Discussed some work around personalities as part of our planned away day. HB to source some (hopefully free) online resources for staff to take the 'personality' test.

Action: HB to send personality test information to LS

Explored the option of obtaining a service user board member this year. This is what all three Directors would like to happen and it was agreed that this would be explored further during discussions around business planning.

We discussed how to develop a more active membership. NSUN have some feedback around what members would like. HB to share this information with LS to help inform our future work with SUN Network members. HB also mentioned the NHS England report on what good involvement looks like and this report is due out soon.

Action: HB to send information to LS

Conversation around being the go-to place for co-production and patient involvement. What are we already doing and what do we need to do more of. HB suggested we all think of how we move forward with this piece of work being a priority between now and our business planning meeting. HB suggested a mind map of who and where we speak to people within each field, community care, primary care etc LS to create the mind map and email it to JW and HB

Action: LS to create Mindmap and circulate

8. Any Other Business: We will review our risk register

Action JW to review risk register

HB suggested that we highlight any contractual awareness that is noteworthy.

The date of the next board meeting was rearranged from 15th July to 29th July to allow for a full financial report.

9. Date of Next Meeting: Monday 29th July 2019 9am-1030am, Venue TBC

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