



Board of Directors

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

Monday 14th January 2019

Minutes

1.	Apologies Helen Blythe
2.	Minutes of last meeting 10 th October 2018. Agreed as a true record
3.	Matters arising It was discussed and agreed all three directors are required to be present for all future quarterly board meetings and the AGM. All are asked to confirm their attendance for the next meeting on 15 th April.
4.	Chair's report Discussed and agreed as accurate
5.	Executive Director's report Our key performance indicator dashboard shows that we are on track against almost all indicators. In some cases, we intend to exceed our target numbers as we know they are more demanding next year. It was discussed that Q3 feedback figures were lower than the previous 2 quarters due to CGL obtaining the Drug & Alcohol Services contract. This means that we are still awaiting the implementation of groups and therefore Russell is unable to access a full range of service users. LS has raised this issue with Susie Talbot. Five-Values within CPFT: JW has spoken to Colette Turner Associate Director Adult Mental Health at CPFT, who has given us the go ahead to do a piece of work around the North locality team. She has given us Terry Hill as a liaison and LS is to contact him to move this piece of work forward. This is about exploring the experience of people who are referred to the Locality Team but who may or may not be taken for a service by the team. It is the initial phase of a bigger project in 2019/20 which Colette has agreed CPFT will support and which will follow a group of people with mental health

	<p>issues over time, checking in with them at intervals whether or not they are getting a service. Action: LS to contact Terry Hill</p> <p>LS and JW are to review the Five-Values. Action: LS to book a meeting</p> <p>We agreed to a KPI re-wording to include all service user experience reports.</p> <p>MoU – Discussed year-end target. LS has sent a CGL MoU to JW for approval Action: LS to contact R2G and Richmond Fellowship to arrange MoU's with them.</p>
6.	<p>Financial Report A full Q3 report was not yet available.</p> <p>The figures were discussed and there is an underspend of approximately £17,000 at Q3 end. It was agreed to advertise immediately for a 12-month FTC for 22.5 hours a week role. This would use approximately £14,000 of the underspend Action: LS to advertise the vacancy immediately Action: LS to compile the financial report based on the accountant's figures and send to the directors within a week.</p>
7.	<p>Business Planning The business plan was discussed and LS is to send the business plan to JW for review. We already have our 3 years strategic business plan 2018 to 2021 so before April it will be a case of updating the details of it for 2019/20. Action: LS send business plan to JW Action: JW to send Engagement tool kit to LS</p>
8.	<p>Any Other Business There was no other business</p>
9.	<p>Date of next meeting April 15th 2019 9:00am to 10.30 am Maple Centre</p>