



Subject:	Minutes
Date of Meeting:	19 th April 2021
Author:	Lois Sidney
Purpose:	For agreement

Board of Directors

1. Apologies:

Apologies: No apologies

Present: Jonathan Wells, Lois Sidney, David Lee, Jordan Miller-Hughes, Kim Laidler

2. Minutes of Last Meeting:

Agreed as correct

3. Matters Arising:

There was a query over whether meaningful engagement figures referred to people involved, or opportunities taken up. It has been clarified that the figures refer to opportunities taken up.

Jordan Miller-Hughes was confirmed as a new Non-Executive Director on the board and this will be formally agreed at the AGM.

There was an amendment to the Director's Q3 report for accuracy.

4. Chair's report:

JW has served a three-year term as chair and was unanimously voted in for another three years by the board. This will be formally agreed at AGM.

JW confirmed the importance of seeing the impact of our work.

5. Executive Director's report:

LS updated on the Eating Disorder work and also the Primary Care Mental Health (PCMH) report and her request to commissioners to stop completing these reports.

LS suggested a review of the KPI's to ascertain how useful they were and if we had any that would better reflect our work. **Action:** Directors to all consider potential KPIs and forward ideas to JW by end of April 2021

6. Q4 Finance Report:

The finances were presented. LS explained the breakdown of the carry over figure.

7. Final Budget:

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Although the budget had previously been agreed at the board, the year end figures can now be confirmed and the carry over breakdown was explained.

8. Risk register:

The risk register was reviewed and there was a discussion around the purpose and usefulness of the Risk register. The Covid risk is to remain, and the register will be reviewed in October 2021.

9. Policies for Agreement:

There were amendments made to Grievance, and Privacy Statement policies and these were signed off by the board.

Action: LS to sign, date and upload these two policies to website.

The Professional and Personal Boundaries policy was reviewed and JMH questioned whether there was a policy around gifts, and a current gift register. There is not, and it was agreed to have such a policy.

Action: DL to see if Mind have a gift policy we can see, and send it to LS completed

Action: LS to insert a couple of paragraphs about gifts and create a gift register for the Professional and Personal Boundaries policy

The Health and Safety policy was reviewed and there is a need for the physical copy of the office risk assessment to be added.

Action: LS to complete office risk assessment.

There was discussion around the need for a Homeworking and a flexible working policy and it was agreed to have such a policy.

Action: JMH to send a flexible/home working policy to LS

JW checked that we have a lone working policy. We do have one that is due for review in July 2021.

10. AOB:

There was no other business.

11. Date of next meeting

Date of next meeting was agreed as:

19th July 2021 Preliminarily booked as a Teams Online meeting.



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