



Draft minutes Q2 2022 Board Meeting October 26th 2022

1. Apologies. There were no apologies. Present – Jonathan Wells (JW) Lois Sidney (LS) David Lee (DL) and Kim Laidler (KL) Szara Coote (SC)
2. Quarter 1's draft minutes were agreed as correct
3. Matters arising:
 - All unpaid invoices have been followed up and paid
 - Working with People who May Lack Capacity and Freedom to Speak Up policy were both approved by board
 - JW compiled a useful guide to getting the most out of meetings for the team
 - JW compiled an impact document for LS to populate to showcase the impact of our work
 - LS completed and backdated (to April 2022) spreadsheet of requests from other services
4. Szara Coote was formally elected to board as a Non-Executive Director
5. Rachel Nightingale fed back about the Mental Health Supported Accommodation 360 review. It was agreed that this was a really positive piece of work that has resulted in a 'You said, We listened' document from the commissioners
6. Chair's report. There are concerns from the team that the ICS has become very inward facing – getting caught up in processes and forgetting to focus on improving service delivery. **Action** JW to raise this issue where appropriate.
7. Director's report. It was noted that the feedback on Co-production training was really positive. The new demographic reporting is included in this report. It is of note that most feedback received was positive.
4. Staff member feedback. Due to a misunderstanding around the meeting being face to face, this item agenda has been moved to next quarter
5. Chair's report. JW wanted to reiterate key points in our work such as the position of The SUN Network within the Integrated Care System (ICS) and the positive almost therapeutic effect people were sharing at the AGM of their work with The SUN Network
6. Executive Director's report. We discussed The SUN Network's involvement in crisis care work in more detail, as KL was very interested in this area of work.

Action – LS to share the mental health supported accommodation report with the board.

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7. Finance report – this had not been sent out ahead of time. The SUN Network are on budget to date. Invoicing was discussed and some issues with payment were discussed.

Action – LS to chase up unpaid invoices

8. Policies for review:

- **Working with Service Users who Might Lack Capacity.** It was agreed that this was not relevant to The SUN Network and JW will draft a more appropriate policy to cover unwanted or abusive behaviour
- **Freedom to Speak up.** It was agreed that although this policy has not been used, it is still a relevant one to have in place. JW to amend and share

Action – JW to amend both policies and share with the board for approval.

9. Review of goals from 3-year strategy.

- **Goal 3 – Improve the impact of our work.** There was a discussion around how we as a team can be really effective in meetings. JW will seek appropriate training on Effective Meetings for the team - which all staff should undertake. We also need to commence logging the impact of our work so that we can include this in future reports or our work. JW to draft an impact review for the team to use.

Action – JW to draft a support document for effective meetings

Action – JW to draft an impact document

- **Goal 4. Use our position to enable people with lived experience to make a difference in other areas of work.** The SUN Network are inundated with requests to support other work or facilitate involvement. We will start logging these requests so that we can evidence the popularity and need for our work.

Action – LS to create an excel spreadsheet for staff to populate and backdate it to the beginning of the year.

10. Any Other Business. DL discussed the co-production roadshow and shared how positive the conversations were. It was agreed that the team would consolidate their experiences, and this would contribute to our co-production celebration in August.

11. Date of next meeting – October 26th 2022 at the Maple Centre 10.00-11.30am