

Subject:	Draft minutes Q4 2022
Date:	26 th April 2023
Author:	Lois Sidney
For:	Agreement

Apologies: Nil

Present: Lois Sidney, (LS) Szara Coote, (SC) David Lee, (DL) Jonathan Wells (JW)

Minutes of last meeting: Agreed as correct.

Matters arising: JW enquired as to when annual pay review at board level will occur. LS suggested that this was dependent on the release of the yearly NJC scale. **Action:** LS to find out when the NJC scale for the year is published.

Chair's report: JW expressed concerns about the slow progress of the Accountable Business Unit (ABU) and will seek to follow up on the progress outside of this meeting as this affects where we can take lived experience feedback. **Action:** JW to follow up on ABU progress.

Executive Director's report: JW reminded LS to record positive themes in the thematic reports and feedback reports. The current KPI's were reviewed, and the target figures raised as follows:

- Feedback of people's experience – raised from 550 to 750
- Meaningful engagement raised from 110 – 200

The impact log will be attached to the quarterly Executive Director's report moving forwards. **Action:** LS to attach impact report to Executive Directors reports.

Finance report: JW noted that the Q4 report is also the year end report and should be identified as such. **Action:** LS to ensure that Q4 report is titled Year end report. LS explained the notes of the finance report in more detail. The SUN Network finished the financial year on budget as predicted.

Draft Budget 2023/2024 for approval: The proposed budget was agreed by the board based on expected income. There were some notes around ringfenced money for the Keep Your Head refurbishment project which The SUN Network collaborating on with the Integrated Care System (ICS) and we are holding the finances. There is also ringfenced money for the Personalised Care and Support Plan project with the ICS.

Any Other business (AOB): LS raised the lived experience participation payment, as it currently sits at £10.00 per hour and living wage is £10.42 per hour. Cambridgeshire and Peterborough Foundation Trust (CPFT) pay £12.50 per hour. It was agreed to raise payment to £12.00 per hour effective 1st April 2023. **Action:** Lois to implement this change and amend the current policy. The AGM date was agreed for Monday 26th June at The Maple Centre 11am – 2pm and would be official business followed by networking and

would be held in hybrid format. LS updated the board on the two day a week post to backfill Charlotte Lawrence who will be completing the PCSP work. LS also updated the board on the Good to Go scheme where we can have an external overview of our policies and procedures to ensure that we have robust and appropriate policies and procedures in place. LS also updated the board about the recently formed involvement forum which has 9 people with lived experience on it, meeting every two months to discuss system wide work and offer feedback and involvement at pace.

Date of next meeting: 24th July 10 – 1130 at the Maple centre.