

Subject:	Draft minutes Q1 2024/25
Date:	29 th July 2024
Author:	Lois Sidney
For:	Agreement

- 1. Apologies.** No apologies **Present:** Lois Sidney, (LS) David Lee, (DL) Kev Cliff (KC) Kate Honan (KH)
- 2. Minutes of last meeting:** Agreed as correct.
- 3. Matters arising:** All actions from previous quarter have been completed.
- 4. Chair’s report:** KC raised the financial concern around invoicing. This is to be entered onto the risk register next quarter if it is not resolved. He also stated that he would be shadowing staff to better understand our role. He and Lois will be visiting Mike Hughs from Andys Men’s Club to see if there is a collaboration opportunity. KC also asked the board members what we are looking for in terms of board member skills. LS suggested that we need someone who can provide Business Development skills such as marketing, and fund raising, and also policy review.

Action: LS to advertise the opportunity and also include it in the volunteer fayre on 4th Sept.

- 5. Executive Director’s report:** The following areas were discussed in more detail:
 - LS explained the new workstreams – Culture of Care, Neurodiversity and drug and alcohol engagement in Peterborough
 - Our KPI’s are also under for older people engagement. LS explained that this is as a result of having to focus on co-production workstreams. LS spoke to the commissioners at the performance and assurance meeting and they understand the dip in numbers. We will still try and gain wider feedback
- 6. Kate Honan – work update:** Kate gave an update on the Lets coproduce website that she is working on with Adam. She will advertise again for people to be involved. She showed KC the Prezi overview of the health and social care system, and he was impressed.

Action: LS to look at Prezi as Kate said the co-production prezis is locked and they can’t copy it.

Action: LS to ask for volunteers to translate our crisis card at the volunteer fayre.

- 7. Finance report:** There were no concerns about expenditure. LS explained the

issue with the ICB and the CCC with the contract and not having a section 76 in

place which had caused invoicing issues. We anticipate that this will be resolved by next quarter. We have a reserve which should be a safeguard. We have a payment in 30 days policy and LS will invoice at the beginning of each quarter.

Action: LS to provide a contract update in each finance report moving forward.

8. Policies for approval: The following policies were ratified by the board:

- Complaints
- Health and safety
- Home working
- Lone working
- Payment of the public
- Recruitment
- Safeguarding vulnerable adults

The social media policy will be on the October board. Adam will write this policy.

Action: LS to ensure that all staff are aware of policy updates.

9. Any Other Business: LS stated that when we get new board members on board that we review all board member responsibilities.

KC mentioned audits. LS explained that we are still under the Good to Go scheme and that we may want to consider a way of auditing ourselves if relevant