

Healthwatch Kingston Board Meeting (PART A)	Date: 20.03.19
PART A Item 4: Action log of PART A Minutes held 30.01.19 (including 27.11.18)	Action: For noting/updating

Minute ref	Decision	Action by	Action date	Progress
3.1	<p>Approval of PART A Minutes held 27.11.18</p> <p>JW passed a hard copy list of ‘typos’ in the previous minutes for amendment to LA.</p>	LA		Completed
3.2	Item 10.3 cites an action for NA. It should be NS.	LA		Completed
4. 4.1	<p>Action log of PART A Minutes held 27.11.18</p> <p>The action log was talked through and it was noted that HWK staff have been off sick and unable to action some activities.</p> <p>It was agreed that the outstanding actions (in red below) from PART A Minutes held 27.11.18 will be carried forward to the next Board meeting in March:</p> <p>5. Developing a framework for decisions about HWK work priorities</p> <p>5.2 There was then a disussion about how the ‘Selecting an issue for Task Group project work in 2019-20’ part of the framework might work with the Task Groups. It was</p>	<p>SB, ABY, LA</p> <p>SB, SBA</p>		<p>Completed</p> <p>Completed - Discussed between staff team and a re-draft is now provided</p>

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	<p>agreed that HWK staff would review the additional elements of the draft document and provide a revised framework for Board approval at the next meeting in January 2019.</p> <p>5.3 NA suggested that HWK needs to produce an easy read version of the framework for decisions about HWK work priorities, SB mentioned that Involve, a local organisation that supports people with learning disabilities, would be able to help HWK with this. SB to ask Scott Bacon (SBA), HWK Projects and Outreach Officer (Learning Disabilities), to arrange this with Involve when he is in post next month.</p> <p>5.5 NS asked if other members of the Board would be able to look at revising the document. SB agreed that he will simplify the document to make it accessible and will work with NS, JW and WO.</p> <p>7. Chief Officer's report</p> <p>7.2 NS suggested we need to incorporate the HWK Task Group Terms of Reference into the 'Code of Conduct'. NA said it would be helpful to include the role of the chair and facilitator in managing meeting discussions into the 'Code of Conduct' as it's finalised. SB agreed and said he will also be mindful of the All Age Learning Disability Partnership Board guidelines and how the document will work with young people when he finalises the work.</p> <p>7.3 SB discussed the 'Disability Confident' award scheme. HWK is already signed up to level 1 and is ready to move on to levels 2 and 3. He asked if there was a member of the Board who would like to work with him on this. SM volunteered. The Board then asked SB and SM to develop</p>	<p>SB, NS, JW, WO</p> <p>SB, NS, JW, WO</p> <p>SB</p> <p>SB, SM</p>		<p>to the Board as part of CO Board Report (20.03.19)</p> <p>IN PIPELINE: When the Developing a framework for decisions about HWK work priorities document is approved by the Board - SBA to add to this action to his work plan for use with the Learning Disabilities Task Group</p> <p>Completed - Suggested amendments provided to NS/JW and WO. A re-draft is provided to the Board as part of CO Board Report (20.03.19)</p> <p>IN PIPELINE: When the HWK Generic Task Group Terms of Reference document is approved by the Board - SB will incorporate into the 'Code of Conduct' draft. And be mindful of LD and YP.</p> <p>Completed - Action plans for both are is provided to the Board as part of CO Board Report (20.03.19)</p>
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	<p>an action plan for achievement of the ‘Disability Confident’ award, and it was agreed this should include an action plan for achievement of the ‘Time to Change Employer Pledge’.</p> <p>7.4 NS highlighted that HWK needs to have a Managing Absenteeism/Sickness Policy. LM felt this would entail engaging external HR advice and that as there are other HWK policies that have HR related content, it would be useful to do all the HR related policy work at the same time.</p> <p>9. Chair’s report</p> <p>9.1 LM has previously requested information on social care be provided to the Kingston Health and Wellbeing Board (HWB) but this hasn’t to date happened. The Board discussed requesting social care data from RBK directly. LM agreed to work with SB to develop a specific data request (to include performance data, list of care homes, numbers with domiciliary care etc.) and then follow this up with the HWB and/or RBK as necessary. NS suggested LM approach Iona Lidington, Director of Public Health, RBK directly.</p> <p>9.3 LM noted that Healthwatch Richmond and Richmond Council ran a public event on the future of adult social care earlier in the year. Over 90 local residents, professionals and council members attended and shared their views on how the system should change to meet rising demand and how any proposed changes should be funded. The event was part of the consultation by the Local Government Association who estimate that adult social care will face a funding gap of £3.56 billion by 2025 due to growing demand from an ageing population</p>	<p>SB</p> <p>LM, SB</p> <p>SB</p>		<p>IN PIPELINE: SB has done some initial research but will ask for guidance from NCVO before reporting options to the Board.</p> <p>This has moved on slightly since LM’s discussion with Cllr Schaper on 4th March which indicated that some information is available through the RBK Children’s and Adults Care and Education (CACE) Committee - LM to update at meeting.</p> <p>SB to contact Stephen Taylor.</p>
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	<p>and as inflation and other financial pressures faced by councils continue to build. LM asked if RBK had responded to the consultation. SB to enquire.</p> <p>11. Project and Outreach Officer reports</p> <p>11.1 It was agreed that we should use the Healthwatch England (HWE) hosting/template/support service package for the HWK website moving forwards. LA to progress with HWE. SB noted among other things, this made financial sense. Our current website host is Heart Internet. JW, as HWK GDPR Board Lead, noted that when we do change to the HWE package, HWK will need to amend our Privacy Statement/Policy accordingly. SB to amend in due course.</p>	LA, SB		<p>IN PIPELINE: SB/LA/JW to address as HWK is provided with new HWE website template.</p>
4.2	<p>The action referring to Student Volunteering Week in February was highlighted, as it is due. LA, ABY and SBA to progress urgently.</p>	LA, ABY, SBA		<p>This was not feasible to complete in time, but plans will be made to be involved in Fresher's Week and the team will look for other opportunities</p>
4.3	<p>Regarding item 10.3 of the previous minutes, NS gave an update on a meeting that took place between himself, KCAH (Kingston Churches Action on Homelessness,) SPEAR Housing Association and Sam Finn, Discharge Coordinator at Kingston Hospital. NS explained that when someone goes into hospital and is declared homeless the person needs to be referred to Housing Options in Kingston Council, who require certain paperwork before they can proceed. As the homeless person can struggle to obtain these papers this can delay their discharge from hospital. A pilot by KCAH and SPEAR is being run. They will go into Kingston Hospital to meet patients to try and help them get the documents required by Housing Options and aid the process. There will be a follow up meeting. LM asked whether this pilot will be evaluated and</p>	NS		<p>IN PIPELINE: NS to update the Board as developments occur.</p>

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	the importance of recording that this work was happening was recognised. NS will continue to update the board on this matter.			
5.3	<p>Chair's report, including HWK role in NHS 10 Year Plan and the Kingston Health and Care Plan consultations</p> <p>The Board discussed the funding, due to be given to local Healthwatches from Healthwatch England (HWE), to support NHS teams in 'ensuring the views of patients and the public are heard' in relation to the NHS 10 Year Plan. Each local HW will receive £2,500 for engagement activity. There will be an additional £5000 made available to coordinate the activities of South West London (SWL) Healthwatches. The Board asked SB to seek clarification from HWE about the mention of funding to be sent Healthwatches in the NHS 10 Year Plan - Was this in addition to the above or in fact what is discussed above?</p>	SB		Completed - an update on this item is provided to the Board as part of CO Board Report (20.03.19)
7.1	<p>Framework for Decisions about HWK Work Priorities</p> <p>This item was carried forward to the March 2019 Board meeting. SB to meet with the HWK staff team to review framework and feedback.</p>	ALL staff		Completed: See 5.2 minute in Action log of PART A Minutes held 27.11.18 above (in red)
8.3	<p>Draft Generic Terms of Reference for HWK Task Groups</p> <p>The Draft ToR was agreed subject to the following additions by SB:</p> <ol style="list-style-type: none"> An introduction should be added to the ToR that mentions why the role of Deputy Chair is being added The use of the word 'strategy' should be changed to 'work plan' Mention to be made that if a Chair steps down midterm, the Task Group members will be asked to nominate someone else and the Deputy Chair of the 	SB		Completed

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	<p>Task Group will step up as Acting Chair while a new Chair is approved by the Board</p> <p>d. Change March to February as below: ‘The Task Group will propose a Chair (and Deputy Chair) by consensus by the beginning of February for appointment by the HWK Board.’ (with the exception this year where nominations will be required by the end of February).</p>			
8.4	<p>The Board then agreed the amended Draft ToR should be emailed to Task Groups for review, and that comments be brought back to the March Board meeting. In relation to 8.3d (above), Task Group Members will be asked to confirm their nominations for Chair and Deputy Chair in time for approval at the March 2019 Board meeting. The Board and SB agreed the new Draft ToR will be discussed at the HWK Open Meeting on 18.02.19</p>	LA, ABY, SB		Completed
8.5	<p>The Board requested SB meet with existing Task Group Chairs to discuss the updated ToR before the next HWK Open Meeting.</p>	SB		Completed
9.2	<p>The Board approved the Decision-Making Policy and Procedures, pending one amendment. NS agreed to action this and circulate to the Board. When this amendment is agreed, SB will replace the existing document on the HWK website with the updated version.</p>	NS, SB		Completed
10.1	<p>Disability Confident Assessment and Time to Change Employer Pledge Action Plan</p> <p>The Board approved the ‘high-level’ timeline for HWK achievement of the Time to Change Employer Pledge and L1, L2 and L3 of the Disability Confident Certification and</p>	10.1 SB, SBA, SM		Completed - (See 5.2 minute in Action log of PART A Minutes held 27.11.18 above (in red))

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	for both to be progressed to the next stage. SB would work with SBA and SM to provide a more detailed plan for the March Board meeting.			Action plans for both are provided to the Board as part of CO Board Report (20.03.19)
11.2	<p>Top questions asked of Healthwatch Kingston in 2018...What Matters Most?</p> <p>LA was asked to re-analyse the data in the report, excluding data on calls that are specifically related to HWK.</p>	LA		IN PIPELINE: LA will do this as part of preparing our data for the HWK Annual Report 2018-19.
12.5	<p>Community Care Task Group Report 30 January 2019</p> <p>NS advised that the meeting referenced in his report between the Community Care Task Group and Hilary Finnegan (HF), KCC Programme Director had taken place. NS is in process of writing up his notes, which he will circulate shortly to the Board.</p>	NS		? A History paper was provided by NS to members of the CCTG but not sure if the paper referred to in this minute was sent to Board...perhaps one and the same?
12.6	National Social Prescribing Day is on 14 March 2019 and is when Connected Kingston will be launched publicly. An action was raised for NS to ask HF for any information she has on this and if she would like HWK to support promotion.	NS		? Update from Tulloch provided by NS but not sure if HF has responded to NS as yet...
15.1	<p>Projects and Outreach Officer (LA)</p> <p>LA to amend her Report and add the full name and job title for Elizabeth at Kingston Hospital.</p>	LA		Completed
15.2	<p>Projects and Outreach Officer (SBA)</p>	SB, SBA		Completed - but no response from PF as yet. SBA chasing but, in the meantime, has drafted JD and Person

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	The Board enquired about the recruitment of the planned Learning Disabilities Officer post. SB advised that SBA is trying to arrange a meeting with Paul Featherstone (PF), at Balance CIC to plan the recruitment.			Spec for the Learning Disabilities Support Officer and contact being made with Job Centre.
15.3	SB attended the 4 th Annual Learning Disability Forum where he gathered a range of useful information. He will have access to the slides shortly and will circulate.	SB		IN PIPELINE: SB chasing slides
15.5	Projects and Outreach Officer (ABY) ABY to amend her report and add the full name and job title for Grahame (and correct spelling as the 'e' was omitted).	ABY		Completed.
16.1	AOB The Board suggested a list of future Board meetings with standing items be compiled. SB advised that there is already a draft document in the pipeline. It will be sent around in advance of the next Board meeting - all are invited to comment and suggest agenda items for consideration by the Chair.	SB, ALL		IN PIPELINE: SB to action
16.2	Trustee business lead areas was discussed in light of there being two new board members and Nike Alesbury (NA), HWK Trustee being on a maternity break. SM and WJ have recently agreed lead areas. SB agreed to update the previous Trustee business lead areas document and circulate to the Board for review and any update.	SB		IN PIPELINE: SB to action
16.3	A further action was raised to look at which areas of NA's work might be paused and/or what needs attention or	ALL		IN PIPELINE: SB to action

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	temporary reallocation. The Board will consider this action when SB circulates the updated document (see 16.2 above).			
16.5	SM raised the use of 'DropBox' as a tool for the organisation. SB said that HWK currently uses 'Sharepoint' to share files and that access could be provided to Board members if required. LM requested SM write a proposal and send it to SB for discussion at the March 2019 Board meeting.	SM		?