

Healthwatch Kingston Board Meeting (Part A)	Date: Wednesday 20 March 2019
Report Title: Chief Officer's Report	Author: Stephen Bitti (SB), Chief Officer
PART A Agenda Item 7	Appendices: Yes
<p>The Board is requested to:</p> <ol style="list-style-type: none"> 1. Note the content of this Chief Officer's Report. 2. Endorse the preparation of the standard MoU for release the funding for the Time to Change (TTC) Kingston Hub. 3. Consider and agree which two Trustees will be authorised to approve (on behalf of the Board) the submission of the TTC MoU to Mind before the May Board meeting. 4. Endorse the submission of the LTP (HCP) engagement grant paperwork and invoice to HWE which needed to be completed before this Board meeting. 5. Endorse the ongoing approach to clarify the required health focus of this HWK engagement as part of the LTP (HCP) engagement work. 6. Endorse the submission of the SWLSTG Strategic Partnership invoice 7. Approve receipt of the SWLSTG Strategic Partnership grant. 	

Subject:	Update:	Appendix:
HWK Contract Variation	The paperwork is with RBK procurement team to get sign off - this is part of RBK internal governance. Formal letter will be sent to HWK to confirm +1 extension (2019-20). The variations to HWK contract will include the GDPR contract variation update required by RBK, the MOU re Learning Disabilities work and a new payment schedule to reflect quarterly billing which will include the Learning Disabilities work money.	No
HWK Data Protection Officer (DPO)	RBK have said our request for them to provide a DPO service for HWK is not an outright no but it would have to be a chargeable service and is not one that the council have done for anyone else and this would need some further thought on their part. I have had an initial discussion with KVA and agreed for agenda at next Kingston Chief Officer's Network on 10 April.	No
Youth Out Loud! (YOL!) Digital Youth Project	Film production work continues on the YOL! promotional film and a launch date has been confirmed for Monday 8 April. A more detailed update of YOL! work is provided as part of LA's Project and Outreach Officer report to the Board. Funding has been received from both Kingston and Richmond CCGs for the 'Digital Youth Project', and LA and SBA are now drafting a YOL! work plan for review and agreement with delivery partners. As part of this,	No

	the 'Digital Youth Project' will run to the end of March 2020. SB to review project delivery plan 2019-20 and then finalise with delivery partners and the YOL! Digital Youth Project Steering Group before end of March 2019.	
Disability Confident and Time to Change Employer Pledge	PART A Item 11 of this Board meeting provides detailed action plans for attainment of these schemes by the end of December 2019.	No
Time to Change Kingston Hub	Time to Change (TTC) Kingston has become a funded hub as part of the Tranche 3 funding round. We will continue work with our local partner organisations as the TTC Kingston Hub Coordinator to coordinate a programme of proposed delivery for 18 months (March 2019 to August 2020). There is an assumption (as set out in our bid proposal, that TTC activities will continue in Kingston after this 'funded' period through local TTC Champions. HWK is finalising a draft job description and person specification for the Champions Fund Coordinator post. We will then share with the TTC Steering Group and other partners. It is anticipated this post will be recruited to begin in June 2019 but this is dependent on completion of an MoU between HWK (as TTC Kingston Hub Coordinator) and Mind (for TTC) and then, receipt of funding by HWK. NS has already submitted our banking details as requested by Mind recently. Proposed timeline as follows: 1. MoU and funding by end of April; 2. Recruitment during May; and 3. Champions Fund Coordinator starts 1 June 2019. HWK continues to provide the TTC Kingston Hub Coordinator function (including the Champions Fund Coordinator role until appointment commences).	No
LTP (HCP) engagement - funded by NHSE via HWE	<p>SWL Health and Care Partnership are continuing to work with SWL HW to finalise our specific roles and focus as part of this engagement. This is an iterative process. The Kingston and Richmond Comms and Engagement Group has prioritised agenda time to discuss this on 19 Mar. HWK and HWR have requested that SWL and Kingston and Richmond HCP leads clarify the health focus of the HCP engagement element at this meeting. The delay in this is local HCP 'final' drafts aren't due until end of March. We have also asked the SWL engagement team to bring a timeline for delivery of outputs for this work. To date the engagement structure is:</p> <ul style="list-style-type: none"> • Prep for SWL Clinical Conference (local literature/intelligence review and possibly focus group work) • SWL Clinical Conference (local HW representation at event of patient experience/feedback shared with clinicians) • Local HCP engagement (hopefully linked to LTP). <p>SWL HW have agreed to share the coordination work and small amount of funding for this work. The grant paperwork and invoice have been</p>	No

	submitted to HWE (as they requested), even though the HWK Borough engagement detail is yet to be finalised. We have shared that if we feel the deliverable is not feasible, we will return the funds. SWL HW COs are keen to clarify the required health focus of each HW engagement as part of the above because the deadline for reports to NHSE/HWE is 30 June 2019.	
HWK KPI Dashboard	Development of a key performance indicator dashboard for HWK has been discussed with JW. This will be progressed and circulated to the Board for input prior to the May Board Meeting.	No
SWLSTG Strategic Partnership Proposal	<p>The Board has been updated and some Trustees have emailed agreement with the submission of this proposal to support a partnership approach to mental health awareness events in the community prior to this meeting. Since then HWK has been informed that we have been successful in our application for the Strategic Partner Fund. SWLSTGs have now requested the following:</p> <ul style="list-style-type: none"> • Please invoice for £2000 stating ‘mental health promotional events’ by 19 March so we can make the necessary payments • Please confirm the dates, times and venues of the events you plan to run throughout the year by 8 April • Please email your organisation logo. <p>In agreement with NS, an invoice has been submitted for the funding as this was required before the Board meeting date on 20 March. This decision was taken in the knowledge that should the Board not agree HWK will return the funding (an amendment to the current Financial Procedures would be helpful to support operations between Board meetings).</p>	Yes. Appendix A
The ways we work diagram	LM and SB attended the ‘Theory of Change’ training at KVA recently. SB developed the attached diagrammatic representation of HWK work areas. This was shared at the February Open Meeting and an updated version (incorporating feedback) is provided as Appendix B of this report. A follow on sheet will be created for each HWK work area/grouping and will be shared at the May Board meeting. In addition, SB attended the ‘Demonstrating Social Value’ training at KVA. SB to circulate notes.	Yes. Appendix B
HWK Staff Away Day 2019	The staff team met in February to look at how we might raise the profile of HWK and improve our reach, an evaluation of ways we’re working and how we might improve our effectiveness and impact linked to developing individual work plans for 2019/20 and possibly project budgets. Outputs from the Away Day are progressing and a report will be shared at the May Board meeting.	