

Agenda

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Board Meeting

Date: Wednesday 24th May 2017
Time: 5pm - 7pm
Location: Large Committee Room, Kingston Quaker Centre, Fairfield East, Kingston upon Thames, KT1 2PT

PART A

1. Welcome, introductions and apologies
2. Declarations of Interest
3. To approve Minutes of previous meeting
(March 29th - meeting in public - and April 27th as a Part B board meeting)
4. Matters Arising
Not covered on the agenda
5. Chair's report
6. Operational Report
7. Impact of election on local strategic issues
8. Reports from Task Groups
9. Any Other Business
10. Finance Report
11. AOB

PART B

Due to the confidential nature of the business to be conducted only Trustees are to attend this part of the meeting

1. Recruitment of staff and board members
2. Staffing updates
3. Partnership with Richmond
4. AOB

Date of next meeting: 26.07.17 5pm - 7pm at Kingston Quaker Centre

**Healthwatch Kingston upon Thames
Board meeting
Wednesday 29th March 2017 5pm - 7pm
at Kingston Quaker Centre**

Present

Grahame Snelling, HWK Chair	GS	Nigel Spalding, HWK Trustee	NS
Liz Meerabeau, HWK Trustee	LM	Sophie Bird, HWK Community Engagement Officer	SB
Kim Thomas, HWK Trustee	KT	James Davitt, HWK Trustee	JD

ITEM		Action
1.	Welcome, Introductions & apologies The Chair welcomed the Group.	
2.	Declarations of interest No declaration of interests raised.	
3.	Minutes of the last meeting held on 25th January 2017 SB to correct pg. 2 of last meetings minutes - <i>Denise Shaw</i> was the other member of public in attendance. The minutes were approved as accurate.	SB
4.	Matters arising 4.1 Not covered on the agenda LM reported the first Sustainable Transformation Plan (STP) engagement event was held on February 8 th at the Kings meadow Centre, New Malden. The engagement report is yet to be released. LM was told it was the first of 6 events; they will collate the reports for all 6 before sending out the report. LM raised a local MP expressed concern at the short notice and lack of thorough consultation on this important matter. LM reported there has been some delay around the STP remodelling of Hospital sites. In the press there has been criticism about spending too much money on the STP modelling. GS raised that Tonia Michaelides has requested a meeting with HWK top discuss a shared delivery service with Richmond CCG, and the progress of the STP. LM said she will attend as well. GS reported on the successful approval of the Coproduced Kingston mental health strategy at the Health Overview Panel. GS especially acknowledged MH Task Group Chair Tony Williams for his extensive involvement.	
5.	Chairs report 5.1 Choosing Wisely Programme	

	<p>GS stated that at the Health Overview Panel it was discussed there are some NHS procedures which have limited success rates, interestingly these are not on the list of provision being consulted on for removal. There are also concerns that some of the provision up for consultation is at odds with the plans in the Healthy Communities Program.</p> <p>GS has requested information about the quality impact assessments around Prescriptions, when he has received he will circulate with Board members.</p> <p>NS stated HWK needs to establish the outcome of the Choosing Wisely events and review the public feedback they produced.</p>	GS
6.	<p>Manager's report SH provided the following written updates</p> <p>Developing the HWK 2-year strategy has been delayed due to organisational demands. Note: action ongoing It was noted with limited staff resources upcoming Task Groups meetings must be managed.</p> <p>SH has simplified the authorised representative's form for recording feedback from meetings. This was approved by the Board. SH produced a new sign posting recording document, it was decided it is more practical to use an excel spread sheet for this purpose and to record all incoming feedback to HWK. This was approved by the Board.</p>	
7.	<p>Task Group updates</p> <p>It was agreed that the STP needs to stay on the agenda for Healthwatch Kingston, it crosses over all three Task Groups.</p> <p>The Community Care Task Group future priorities are now being decided, there will be emphasis on prevention, including the Coordinated Care and Healthy Lives Programmes. The Homecare survey results are presently being collated for the report.</p> <p>GS stated there was a Coordinated Care Program update presented by Siobhan Clarke from Your Healthcare, GS will circulate this to the group. LM raised the question of how the Coordinated Care program will be evaluated, whether this will be done independently.</p> <p>Tony Williams, Mental Health Task Group Chair provided a written update from (see attachment)</p> <p>The Hospital Services Task Group report, Outreach visits to Kingston Hospital is being finalised.</p>	GS
8.	<p>Governance</p> <p>8.1 Finance NS reported on the financial responsibilities & procedures document which has been revised in light of the latest</p>	

	<p>information received. It is still under progress; NS will circulate it for amendments. The Board approved the document.</p> <p>KT reported on progress in securing Healthwatch Kingston public liability, employment liability and trustee's Professional liability insurance. It is in the process of being finalised.</p> <p>8.2 lone working and health & safety policies It was raised that the Health & Safety policy is a Parkwood document and is 5 years old. It will need to be updated and adapted for suitability to Healthwatch Kingston.</p> <p>The Board and Staff members are to check the Lone Working Policy. Locking the Office door is to be added to the document. The Board adopted the Health & Safety Policy and the Lone Working Policy.</p>	ALL
9.	<p>Any Other Business None raised</p>	
	<p>Part B Confidential</p>	

