

Healthwatch Kingston Upon Thames
Board Meeting, Wednesday 20th March 2019, 5pm - 7pm
At Kingston Quaker Centre

DRAFT MINUTES FOR BOARD APPROVAL

PART A (OPEN MEETING)

Present

Liz Meerabeau, HWK Chair/Trustee Board Member	LM	Nigel Spalding, HWK Treasurer/Trustee Board Member	NS
Grahame Snelling, HWK Safeguarding Lead/Trustee Board Member	GS	Winnifred Groves, HWK Trustee Board Member,	WG
James Waugh, HWK Trustee Board Member	JW	Scotty McLeod, HWK Trustee Board Member	SM
Laila Awda, HWK Projects and Outreach Officer (minutes)	LA	Stephen Bitti, HWK Chief Officer	SB
Tony Williams, HWK Active Affiliate/Chair of Mental Health Task Group	TW	Graham Goldspring, HWK Active Affiliate/Chair of Hospital Services Task Group	GG

Agenda No.	Item No.	Action
1	Welcome and apologies for absence 1.1 Liz Meerabeau (LM), HWK Chair/Trustee Board Member welcomed all. Apologies were received from William Ostrom (WO), HWK Trustee Board Member, Adelaide Boakye-Yiadom (ABY), HWK Projects and Outreach Officer, Scott Bacon (SBA), HWK Projects and Outreach Officer (Learning Disabilities)	
2	Declarations of interest 2.1 No declarations of interest were raised at the meeting.	
3	Approval of PART A Minutes held 30.01.19 3.1 The minutes were approved.	

Agenda No.	Item No.	Action
4	<p>Action log of PART A Minutes held 30.01.19 and 27.11.18</p> <p>4.2 were unable to do action 4.2 due to time constraints but will look at being involved in Freshers Week.</p> <p>4.4 12.5 and 12.6: NS provided an update. 12.6: did receive info on Social Prescribing Day.</p>	
5	<p>Chair's report, including the Kingston Health and Care Plan action planning and STP update</p> <p>5.1 LM highlighted that there is reorganisation in NHS (Clinical Commissioning Groups considering the move to SWL level) which will affect staff in post / professional relationships with them. GPs are being grouped into Primary Care Networks (PCNs) and each will have a responsible Clinical Director lead. It is also proposed that a social prescriber employed by each PCN.</p> <p>5.2 TW raised Thrive Kingston meeting scheduled in April and how necessary it is. SB clarified that due to the seismic changes in NHS and Social Care policy and commissioning, the aim will be to review the strategy and agree, with senior NHS and Council leads, new priorities for Thrive Kingston for the next two years based on the new commissioning landscape and being mindful of the Health and Care Plan transformation work going on. When we have new priorities identified, HWK can reconvene the Mental Health Strategy Planning and Implementation Group (MHSPIG) meetings. It was noted that the plan is to share whatever is identified with the MHSPIG to ensure proposals are appropriate/understood.</p> <p>5.3 Typo noted in the report: "An example of this activity is the success of the Kingston team is securing funding to support the Time to Change hub work" this should say IN securing.</p>	
6	<p>Finance report</p> <p>6.1 The Board noted the statement of income and expenditure to 28 February 2019.</p> <p>6.2 The Board considered final budget amendments - raising the photocopier maintenance budget line from £2100 to £2400 (to recognise using more on photocopying and less on other print processes) and the IT facilities and helpdesk budget line from £2700 to £4700 (this was to purchase a MacBook Pro laptop to enable improved HWK reports and better communication and marketing materials. SB also mentioned we needed to free up a PC to accommodate access to future staff numbers. NS confirmed that the HWK insurance policy coverage would be raised accordingly as the renewal was due. There was a brief discussion about the logistics of backing up data from the MacBook Pro, data security and IT helpdesk support. The Board agreed to the two amendments to the budget.</p> <p>6.3 A note on security of data on Mac and other portable devices should be included on the Business Continuity Plan when this is drafted. SB to action.</p> <p>6.3 The Board considered whether any changes should be made to the statement on 'Financial Responsibilities and Procedures' last reviewed and agreed in 2017.</p> <p>6.4 The amendments suggested by NS were then agreed by the Board with some additional amendments to the document.</p>	6.3 SB

	<p>6.5 The Board discussed the addition to the "Board's Responsibilities" section that would allow the Chair and Treasurer to approve (on behalf of the Board) funding opportunities of up to £5,000, that had been identified by the Chief Officer, so that where necessary, processing might take place outside of the Board to secure the funding. This was agreed with NS to add the wording.</p> <p>6.6 JW noted that each time that additional funding is accepted, HWK needs to be aware of the added pressures that come with this. These pressures may be mitigated by ensuring that extra activity is properly funded.</p> <p>6.7 The Board then discussed that our approach to funding and fundraising is something to consider further.</p> <p>6.8 JW agreed to draft a position paper for circulation to the Board for approval at the September Board meeting (in Part B).</p> <p>6.9 The Board also agreed to schedule an Asset Register review once per year. SB to action (see amendment to the "Chief Officer's Responsibilities" section).</p> <p>6.10 JW suggested an additional change on page 1 that we remove "Assisting the Manager Chief Officer to produce an annual risk management report for presentation to the Board" from the Treasurer's responsibilities section and add to the "Board's Responsibilities" section as the Board is responsible for maintaining an up to date Risk Log (NS noted this).</p> <p>6.11 The Board then discussed the pros and cons of online banking. NS explained this was previously explored but was not an easy or efficient process. This may be done again if HWK changes banks. The Board agreed to keep this under review.</p> <p>6.12 The Board discussed and agreed to delete the "Purchase Orders" section.</p> <p>6.13 The Board also agreed to a suggested addition to the "Chief Officer's Responsibilities" section that read: "Authorise and provide payments to volunteers that are funded through external funding arrangements". This was to facilitate access to Time to Change Champion Funding for approved applications.</p>	<p>6.8 JW</p> <p>6.9 SB</p> <p>6.10 NS/SB</p> <p>6.12 SB</p> <p>6.13 SB</p>
<p>7</p>	<p>Chief Officer's report</p> <p>7.1 The Board noted the content of the Chief Officer's Report. No questions were raised.</p> <p>7.2 The Board considered which two Trustees will be authorised to approve (on behalf of the Board) the submission of the Time to Change (TTC) Grant Agreement (the MoU will need to be signed by an authorised representative of RBK as the Council is the Hub Host) to Mind before the May Board meeting. It was agreed that the Chair and Treasurer do this on behalf of the Board and that SM would be the 3rd Trustee in case of absence.</p> <p>7.3 The Board then discussed if electronic signature would be needed to approve things. It was agreed that unless a document requires it, then it was not necessary, as long as there is audit trail this is ok.</p> <p>7.4 The Board endorsed the preparation of the standard Grant Agreement to facilitate the release of funding for the TTC Kingston Hub from TTC (Mind). SB to process.</p> <p>7.5 In addition, the submission of the Long Term Plan (Health and Care Plan) engagement grant paperwork and invoice to HWE was endorsed.</p> <p>7.6 The ongoing approach by SB to clarify the required health focus of HWK engagement as part of the LTP (HCP) engagement work was also approved.</p> <p>7.7 The submission of the SWLSTG Strategic Partnership invoice was endorsed.</p>	<p>7.4 SB</p>

	<p>7.8 The receipt of the SWLSTG Strategic Partnership grant was approved.</p> <p>7.9 SB highlighted <u>Appendix B The ways we work diagram</u>. GG felt wording and colouring could be clearer. SB explained the colours used are HW brand colours and that amending contrast will likely help. GG felt branding less important compared to legibility. SB pointed out the colours were used to indicate links between the different areas of our work. The Board acknowledged the benefit of the document.</p>	
8	<p>Framework for decisions about HWK work priorities</p> <p>8.1. The Board reviewed the amended ‘Developing a framework for decisions about our work priorities’ document and there was a discussion about it. It was clarified that this is the first part of the document, and the previously agreed Task Group Research Prioritisation template will now be added to this. LM suggested GS review document after meeting, and then feedback any comments to SB.</p> <p>8.2. The Board approved the framework and guidance for SB to complete.</p>	<p>8.1 GS</p> <p>8.2 SB</p>
9	<p>Generic Terms of Reference for HWK Task Groups</p> <p>9.1 The Board reviewed the revised version of the Generic Terms of Reference for HWK Task Groups prepared by SB.</p> <p>9.2 JW has a list of changes - he will email to SB and copy in the Board.</p> <p>9.3 The Board approved the revised version, subject to JW’s amends being incorporated by SB.</p> <p>9.4 SB to request Task Group Chairs add the finalised Generic Terms of Reference for HWK Task Groups to their upcoming Task Group agendas.</p>	<p>9.2 JW</p> <p>9.3 SB</p> <p>9.4 SB/ GG/TW NS</p>
10	<p>Safeguarding Policy</p> <p>10.1 The safeguarding policy was updated by GS on 20 February 2019. It was presented to the Board for approval. The policy aims to take account of key practice developments, updates the language to reflect current nomenclature and properly integrates best social media practice. The policy will be kept under review to ensure that it always reflects HWK’s full range of activities.</p> <p>10.2 JW raised social media elements may be going too far in restricting use of logo etc. (e.g. LinkedIn profiles where logo may be added, and we want people to share social media posts). LM suggested taking advice on this. GS advised that specific part isn’t an area of his expertise. For now, the Board approved with that section taken out. Approved subject to deletion of 1.12 to 1.16, document control date needs updating and JW provided a few drafting queries (hard copy) to SB to amend and publish updated version on HWK website.</p>	<p>10.2 SB</p>
11	<p>Disability Confident Assessment and Time to Change Employer Pledge Action Plans</p> <p>11.1 Action plan has been compiled by SBA. It is an illustration of what this could look like. The board approved direction of travel rather than details of action plans.</p> <p>11.2 JW mentioned the importance of including volunteers as well as staff.</p> <p>11.3 SM will be asked for input to a final draft for Board approval, as he is Board lead.</p>	<p>11.3 SBA /SB/SM</p>

<p>13</p>	<p>Task Group reports & research priorities for 2019-20</p> <ul style="list-style-type: none"> • Hospital Services Task Group <p>13.1 GG referred to his report and highlighted the ongoing discharge from Kingston Hospital survey, as well as the work being done on the discharge of homeless people from hospital that NS has been working on.</p> <p>13.2 SB will circulate slides to the HSTG from a conference on homelessness that NS attended.</p> <p>13.3 GG also highlighted Pippa Collins has accepted Deputy Chair for HSTG.</p> <p>13.4 The Board thanked GG for his report and noted the HSTG research priority for 2019-20.</p> <ul style="list-style-type: none"> • Mental Health Task Group <p>13.5 The board noted the work of the MHTG as detailed in the report provided.</p> <p>13.6 LM noted the chosen research project regarding transition from child to adult services was topical.</p> <p>13.7 GS asked about the outcome of HWK’s formal letter to the HOP on the provision of Emotionally Unstable Personality Disorder services to Kingston residents. SB advised that the NHS Mental Health Trust had been asked for an update to the recent information provided by Kingston CCG.</p> <p>13.8 SB noted that he and TW will be working with ABY to explore ways to increase uptake of the i-Cope survey.</p> <ul style="list-style-type: none"> • Community Care Task Group <p>13.9 The Board noted the work of the CCTG as detailed in the report provided.</p> <p>13.10 It was noted that no member of the Task Group has yet volunteered to become Chair or Vice-Chair and that NS is continuing as the Acting Chair for the time being.</p> <p>13.11 The Board approved the CCTG’s proposed research project for 2019/20 as was presented in Appendix 2 of this report.</p> <p>13.12 NS advised he is due to meet a professor of psychology at Kingston University and is hopeful this will help frame research questions and provide guidance on access to student volunteers etc.</p>	
<p>14</p>	<p>Safeguarding and Community Reference Group (CRG) report</p> <p>14.1 The Board thanked GS for providing the report.</p> <p>14.2 The Board agreed shortened reports would be provided in future and any emergent confidential issues would be discussed in Part B.</p> <p>14.3 GS suggested a review of our CRG commitment take place in Part B of the July HWK Board meeting.</p>	
<p>15</p>	<p>Project and Outreach Officer reports</p> <p>15.1 The contents of ABY’s report were noted. No questions were raised and the Board thanked ABY.</p> <p>15.2 The contents of LA’s report were noted. JW asked when the new HWE website template would be introduced for HWK. LA thought it would be in May 2019. The Board thanked LA and wished her “good luck” for the upcoming London Marathon.</p> <p>15.3 The contents of SBA’s report were noted. The Board thanked SBA for the work being done and asked when recruitment for the Learning Disability Support Officer would happen? SB advised this would be as soon as feasible.</p>	

DRAFT for APPROVAL - HWK Board Meeting PART A MINUTES from 20 Mar 2019

16	AOB 16.1 None.	
17	Confirmation of dates/times for 2019 meetings: <ul style="list-style-type: none">• Wednesday 29 May 2019, 5-8pm• Wednesday 31 July 2019, 5-8pm• Tuesday 24 September 2019, 5-8pm• Tuesday 26 November 2019, 5-8pm	
18	Close of PART A	

Signed:

Liz Meerabeau, Chair HWK

Approval Date:

DRAFT for Approval at May Board