

Healthwatch Kingston Upon Thames
Board Meeting, 31st July 2019, 5pm - 7pm
At Kingston Quaker Centre

DRAFT MINUTES FOR BOARD APPROVAL at 24 September Board

PART A (OPEN to public 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
William Ostrom, HWK Trustee Board Member	WO	Stephen Bitti, HWK Chief Officer	SB
Scotty McLeod, HWK Trustee Board Member	SM	Scott Bacon, HWK Projects and Outreach Officer	SBA
Jaimy Halliwell-Owen, HWK Communications & Engagement Officer (Minutes)			JHO

Agenda Item	Minute No.	Action
1	<p>Welcome and apologies for absence</p> <p>1.1 Liz Meerabeau (LM), HWK Chair/Trustee Board Member welcomed all and introduced Jaimy, our newest member of staff. Apologies were received from James Waugh, HWK GDPR Lead/Trustee Board Member and Nike Alesbury (NA), Trustee Board Member</p>	
2	<p>Declarations of interest</p> <p>2.1 No declarations of interest were raised at the meeting.</p>	
3	<p>Approval of PART A Minutes held 29.05.19</p> <p>3.1 The Board enquired about the return date of NA to Board meetings. SB explained NA had suggested a September return date after extended leave. SB to follow-up with NA.</p>	3.1 SB

	3.2 The Board then reviewed and approved content of PART A Minutes.	
4	<p>Action log of PART A Minutes held 20.03.19 and 29.05.19</p> <p>4.1 SB intends to collate outstanding actions identified over the past few months - and the Board agreed future action logs would be incorporated as part of the minutes. SB to work with JHO to format.</p>	4.1 SB, JHO
5	<p>Chair's report</p> <p>5.1 LM lead a discussion based on her report and mentioned concerns exist about public involvement arising from the emergent south west London Clinical Commissioning Groups (CCGs) merger plans. It is mooted that the current 6 CCGs (Kingston, Richmond, Wandsworth, Sutton, Merton and Croydon) will merge in April 2020. LM noted that whereas the governance structure is being developed, it appears that members of the public will not be able to attend key meetings (at least to begin with) and LM has concerns about this. It was noted that members of the public who attend current Kingston CCG Governing Body ask good questions and raise good points.</p>	
	5.2 LM and SB were invited to meet Tonia Michaelides (Managing Director of Kingston and Richmond CCGs) where emergent SWL CCG and local Place Committee governance was shared. The Kingston Place Committee will have NHS lead representatives, local authority executives, a representative from HWK, Voluntary and Community Sector (VCS) and SWL Patient and Public Engagement. It appears that the current local CCG will become the Place Committee but again, this is not scheduled to meet in public.	
	5.3 (Appendix 5a to Chair's report) This recent set of slides (July 2019) show options for a new Kingston Community Engagement Steering Group. It has been suggested that either local HW or VCS would chair this group. LM felt these options do not yet appear to provide a substitute to access for the public at decision making meetings. LM pointed out that it is being proposed that local Healthwatch will be involved at all governance level meetings but it remains to be seen if we will then be able to circulate papers from these meetings.	
	5.4 It appears unlikely however, that all six local SWL Healthwatch will be represented at the SWL CCG governing body meeting but this is all currently being discussed. An option includes agreement that one local HW represent all six with a similar approach from the SWL VCS but if so, this will need proper resourcing as pre-meeting prep time, then feedback and follow-up will be needed to ensure this model operated in a meaningful way, so that all six local HW are involved.	

	5.5 For the SWL CCG approach we would need to develop better networking arrangements however, plans to date, do not indicate a threat to local HW function at Borough level.	
	5.6 SB shared that if the ‘representative’ model was agreed, Local Healthwatch would need a longer period with papers before SWL CCG meetings in order that these could be reviewed and then views collated from each area so that these could be represented at the SWL CCG meetings. It was unclear at this early stage if this would be entirely practical.	
	5.7 NS supported the view that local boards should meet in public and that this was somewhat more important than where and how local Healthwatch are represented, whether one or more at SWL CCG governing body level. NS was concerned about the apparent bureaucratic structure being set in place for public involvement.	
	5.8 SB shared Tonia’s thoughts that patient and public engagement is not supposed to happen at the governance level. She intends to schedule a series of planning meetings with key stakeholders between now and the end of March 2020 to work through the details of how the new structures will need to operate.	
	5.9 LM noted that the patient and public engagement issue is more about transparency rather than mechanism and that currently this does not seem satisfactory.	
	5.10 LM shared that Tonia had offered to come and speak with the Board about emergent governance structures. The Board welcomed this offer & requested SB set up a date.	5.10 SB
6	Finance report	
	6.1 NS invited questions from the Board.	
	6.2 LM sought clarification about the negative figure on page 3 of the Finance report. NS explained this was only an ‘in-year’ deficit because HWK has received ‘up front’ funding in 2019/20 which will pay for expenditure in 2020/21.	
	6.3 The Board approved Proposed Budget for Core Work in 2019/20.	
	6.4 The Board noted the income and expenditure statements to 30 June 2019.	

	6.5 The Board noted the amount of money held in the Metro Bank at 25 July 2019 was insufficient to merit the transfer of £32,500 to another account.	
	6.6 The Board noted there were a number of invoices due to be issued over the next couple of months and that these would be staggered by SB to minimise the amount held, in excess of £85,000 in the Metro Bank.	
	6.7 The Board agreed to receive further information on the cash flow situation at the next Board before deciding whether or not to transfer £32,500 to a reserve in another bank account.	
7	Annual Report to Companies House	
	7.1 NS talked through the process to date and explained that all the financial figures have been provided by our independent examiner and that our task is to finalise the narrative. He noted the formatting has been provided to us and has been a challenge.	
	7.2 SB to add a list of bodies on which we are represented, check if in Section 6 - 'Time to Talk' is correct, and then return to NS.	7.2 SB
	7.3 NS will then sort remaining formatting issues.	7.3 NS
	7.4 It was agreed that LM sign the report on behalf of the Board (in 2 places).	7.4 LM
	7.5 NS send back to our independent examiner, who will upload to the Companies House Website.	7.5 NS
8	Chief Officer's report	
	8.1 The Board noted the Chief Officer's report and Appendices 8A to 8F.	
	8.2 The Board nominated WO and JW agreed to work with SB to review (compare with existing Staff Handbook) the v1 Re-draft of the Employee Handbook.	
	8.3 SB to circulate v1 Re-draft to WO and JW and liaise on agreeing a review schedule.	8.3 SB

	8.4 SB to notify external HR professional of the internal review process schedule.	8.4 SB
	8.5 Board to approve final version when it is complete.	8.5 ALL
	8.6 The Board welcomed the alignment of the Chief Officer's reporting with HWK's Top Five Priorities for 2019/20.	8.6 SB
	8.7 SB shared plans to create a new Operational report for future Boards, where reports from staff and Task Group Chairs will be combined into one document. SB will be the owner/Accountable Officer and invite contributions from others. SB to work with JHO and contributors to pilot this new reporting structure at the November 2019 Board.	
	8.8 The Board agreed the Chair's report, the Finance report and the Safeguarding report will remain separate.	
9	Kingston Hospital NHS Trust Board report	
	9.1 WG talked through her report noting that in regard to performance of A&E, the Trust is considered best in class for stranded or super-stranded patients and questioned if this was to do with people affected by homelessness or patients being discharged from hospital? SB to clarify with Kingston Hospital what stranded or super-stranded term means.	9.1 SB
	9.2 WG noted that cultural upbringing can limit how people feel about talking about their mental health. SB mentioned that the TTC Kingston work will be targeting groups from harder to reach communities.	
	9.3 WG was concerned about the decrease in the number of staff declaring they are disabled (reduced by 1% on prev years) and wondered if this was to do with stigma.	
	9.4 NS asked how we might use this information and it would be useful to share this with the Hospital Services task Group. SB suggested that WG do this when she joins the Hospital Services Task Group.	9.4 WG
10	Revised Communications & Media Policy	
	10.1 WO introduced his revision of the Communications & Media Policy. The Board then discussed the document and approved it pending a series of amendments. WO to update and re-circulate to all for review, ensuring JW's feedback was incorporated.	10.1 WO, ALL

	10.2 The Board agreed that this needed to be a ‘living’ document and therefore reviewed regularly. SB to schedule the next review of the Communications & Media Policy at the January 2020 Board.	10.2 SB
11	Revised Code of Conduct 11.1 SB introduced his revision of the Code of Conduct.	
	11.2 The Board then discussed the document and approved it subject to changes outlined by SB in the revised document (and also feedback emailed by GS and JW to SB prior to meeting). SB to update and re-circulate to GS and JW.	11.2 SB
12	Project and Outreach Officer (Learning Disability) report 12.1 The Board noted this report.	
	12.2 SB thanked SBA for his work delivering the 1st All Age Learning Disability Partnership Board Community Event and that it was very well received by all Involved.	
	12.3 NS asked SBA What would he regard as a success for the All Age Learning Disability Partnership Board (AALDPB)? SBA felt that the work will be bridging gaps and we will have more regular representation from people with learning disabilities rather than professionals talking to each other.	
	12.4 NS said it was important to remember what we are trying to achieve and how we are doing and that our reports need to feed into this.	
	12.5 NS asked if the Learning Disability Task Group (LDTG) would be setting annual Priorities over the next 4 months, in the same way as the other Task Groups. Scott to work with the LDTG to define priorities.	12.5 SBA
	12.6 SB explained that SBA will act as chair of the LDTG initially - they need to settle in and then, when established, they can decide who they would like to propose to the Board as Chair. There are thoughts to ‘road show’ the LDTG (take the meeting around Borough), asking VCS organisations to host the LDTG.	
	12.7 WO said it is good to see this in progress. We can motivate and now can begin to see How the group will activate.	

13	<p>Task Group Chair’s reports</p> <p>13.1 Mental Health, Community Care, Hospital Services Task Group Chairs met with LM, GS, WG and SB before the Board meeting. Actions have been captured separately.</p>	
14	<p>Safeguarding report</p> <p>14.1 GS, as the Trustee with lead responsibility for Safeguarding, provided a verbal update to the Board.</p> <p>14.2 GS shared that he attended Kingston Safeguarding Adults Board on 19 July. He was delighted to share that HWK was awarded green as a result of our annual safeguarding assessment report. GS agreed to circulate the report with all.</p> <p>14.3 GS informed the Board that he and SB were about to meet Patrick Worthington (RBK, Corporate Head of Safeguarding) to discuss how HWK might build upon our work delivering the Community Reference Group support the Borough’s aim to roll out the ‘Making Safeguarding Personal’ agenda. GS and SB meeting with PW on 14 Aug.</p>	<p>14.2 GS</p> <p>14.3 GS, SB</p>
15	<p>AOB</p> <p>15.1 None</p>	
16	<p>Confirmation of dates/times for 2019 meetings:</p> <ul style="list-style-type: none"> ● Tuesday 24 September 2019, 5-8pm ● Tuesday 26 November 2019, 5-8pm 	
Close of PART A		

Signed:

Liz Meerabeau, Chair HWK

Approval Date: