

**Healthwatch Kingston Upon Thames**

**Board Meeting, Wednesday 29th May 2019, 5pm – 7pm**

**At Kingston Quaker Centre**

DRAFT MINUTES FOR BOARD APPROVAL

**PART A (OPEN MEETING)**

**Present**

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| 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 GDPR Lead/Trustee Board Member | JW | Stephen Bitti, HWK Chief Officer | SB |
| William Ostrom, HWK Trustee Board Member | WO | Scott Bacon, HWK Projects and Outreach Officer (Minutes) | SBA  |
| Scotty McLeod, HWK Trustee Board Member | SM |  |  |

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| Agenda No. | Item No. | Action |
| 1 | **Welcome and apologies for absence** * 1. Liz Meerabeau (LM), HWK Chair/Trustee Board Member welcomed all. Apologies were received from Adelaide Boakye-Yiadom (ABY), HWK Projects and Outreach Officer, Nike Alesbury, HWK Trustee Board Member.
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| 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 Item 6.8 was not recognized by JW and it was agreed it would be deleted3.2 Item 10.2 removing items from Safeguarding Policy will mean altering the other numbers to ensure clarity. 3.3 Item 8.1 GS sought clarity on this point which was resolved. 3.4 Item 5.2 The CCG have asked for a delay until June.  | 3.1 SB |
| 4 | **Outstanding action log of PART A Minutes held 20.03.19**4.2 Item 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’ - still to be actioned. 4.3 Item 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’ - to be actioned as GS needed to seek clarity of task.4.4 Item 9.2 ‘JW has a list of changes – he will email to SB and copy in the Board’, Item 9.3 ‘The Board approved the revised version, subject to JW’s amends being incorporated by SB’, Item 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’ - Completed in part. Amendments on hard copy. Final versions to be shared with task groups. If no more comments from JW, SB to finalise.  | 4.2 SB4.3 GS4.4 JW, SB |
| 5 | **Chair’s report, including the Kingston Health and Care Plan action planning and STP update**5.1 Diabetes provision. Diabetes UK Kingston Chair is Richard Allen, who is also lead governor at Kingston Hospital. Funding for provision of insulin pumps is available, but no information has yet been provided on how this is working locally. Kingston is below on the national uptake targets for diabetes education. Anita Schaper is also pursuing issue of diabetes care through HOP.5.2 Rob Robb (Chessington Resident) has questioned Orchard Practice accommodation as unsatisfactory. 5.3 RBK and K&RCCG now have joint estates meetings5.4 Cambridge Road Estate (Hawks Road Clinic). Ballot in October/November for residents to vote on redevelopment or not. Redevelopment will mean increased population with limited primary care capacity currently; Hawks Road Clinic may be developed as a health centre.5.5 Health and Care Plan: Health and Wellbeing Board to workshop on 6th Jun. 5.6 Previous Chair’s Report (29 May 2019) needs the link to the Kingston Health and Care Plan adding where it says ‘(insert link here)’. | 5.6 SB |
| 6 | **Finance report**6.1 Accounts to be independently examined6.2 These are an estimation for 2021.6.3 Our Current Reserve Policy requirement is £32,500.6.4 The Core Budget includes Learning Disabilities funding, but not Time to Change or Youth Out Loud! funding as both the later are funds for partnership working agreements. 6.5 The Board approved the Finance Report. |  |
| 7 | **Chief Officer’s report**7.1 SB shared a printed copy of his report.7.2 Annual report to be shared with Sarah Brown (Service Development & Commissioning Lead, Public Health Services, Healthy and Safe Kingston, Communities Directorate) in July.7.3 Data Protection Officer: RBK might provide a service at a charge. Other organisations will have similar issues. JW asked what do other Healthwatches do? SB believes that some have paid for a DPO. Healthwatch England currently only offer guidance. SB will check with HWE and other local HW about what they do. 7.4 Time to Change Funding Agreement: NS to agree on behalf of the Board and LM or SB to sign.7.5 NHS Long Term Plan: Will be presented at HWK Open Meeting (on 17.06.19). LM would like response to Long Term Plan written up when HWK back at capacity. 7.6 HWK Annual Report 2018/19 is due to be completed by 31 June. SB to circulate templates to the Board. Initial contributions/thoughts on the content to SB by 04.06.19 and then all to follow proposed production schedule.7.7 SB to check contents of last year’s reports. Did we make any promises/suggestions? Board then provided suggestions for SB to consider:* NS - Task Groups to share one page with highlights rather than individual pages.
* NS - KPIs into annual report, which section does this fit?
* WO - Can we get new pictures instead of using same ones. SB agreed to take photographs at upcoming events.
* JW - Can we include the ‘ways we work’ diagram.
 | 7.2 SB7.3 SB7.4 LM, SB, NS7.5 SB7.6 SB Board7.7 SB |
| 8 | **Freedom of Information Policy**8.1 The board agreed the document. 8.2 Web link to be added to page 1. | 8.2 SB |
| 9 | **Conflict of Interest Policy**9.1 JW presented the proposed policy and suggested all staff and board members would complete. 9.2 LM queried the form as K&RCCG only fill out relevant interests not all and that there is a need to keep it relevant to local Healthwatch.9.3 SB suggested closed questions. 9.4 JW explained there are different formats (both open and closed questions). Will provide prompt questions.9.5 SB to ask if he can share Notting Hill Genesis COI Policy. 9.6 LM suggested that sharing COI at start of meetings, keeps things relevant and provides an easier audit trail. JW felt this wouldn’t cover all bases, especially staff. 9.7 Agreed to delete the third column of the table. JW to amend and share with Board.  | 9.4 JW9.5 SB9.7 JW |
| 10 | **Project and Outreach Officer Reports**10.1 Board noted the contents of the reports and thanked P&OOs for their work. |  |
| 11 | **Task Groups Reports**11.1 Task Group Chairs met before the Board meeting for the first ‘Pre-Board Task Group Chairs’ meeting and preferred this format. 11.2 SB shared an intention to begin recruitment of new Task Group Chairs in September. This will include replacement of each current Task Group Chair, as well as identifying Chairs for YOL! and the newly formed Learning Disability Task Group. |  |
| 12 | **Safeguarding** 12.1 Kingston Safeguarding Adults Board/Healthwatch Community Reference Group Annual Report 2018/2019 handed out by SB on behalf of GS. These were emailed before the meeting. 13.2 Any comments to GS by 30.05.19 | 12.1 Board |
| 13 | **AOB**13.1 JW raised it would be good to begin looking at how we can begin measuring our success. LM suggested exploring KPIs. NS suggested separate meeting. JW, NS, WG and SB all to be invovled. SB to organise meeting. 13.2 Next meeting reviewing Code of Conduct Policy (SB) and Communication and Media Policy (WO). NS reminded the board to send in comments to lead person in good time before board meeting. | 13.1 SB |
| 14 | **Confirmation of dates/times for 2019 meetings:*** Wednesday 31 July 2019, 5-8pm
* Tuesday 24September 2019, 5-8pm
* Tuesday 26 November 2019, 5-8pm
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|  | **Close of PART A**  |  |

Signed: Liz Meerabeau, Chair HWK

Approval Date: