

Healthwatch Kingston Upon Thames

Board Meeting, Wednesday 30 March 2022, 5.00pm - 8.00pm

DRAFT PART A MINUTES from 21st December 2021 FOR BOARD APPROVAL

Meeting held remotely on Zoom

PART A (OPEN 'PUBLIC' MEETING)

Present:

Liz Meerabeau, HWK Chair/Trustee	LM	Nigel Spalding, HWK Treasurer/Trustee	NS
Board Member (Board Lead for		Board Member (Board Lead for Social	
Primary Care)		Care)	
Grahame Snelling, HWK Trustee Board	GS	Scotty McLeod, HWK Trustee Board	SMc
Member (Board Lead for		Member (Board Lead for Business	
Safeguarding)		Continuity)	
William Ostrom, HWK Trustee Board	WO	Richard Allen, HWK Trustee Board	RA
Member (Board Lead for		Member	
Communications)			
James Waugh, HWK Trustee Board	JW	Stephen Bitti, HWK Chief Executive	SB
Member (Board Lead for Risk		Officer (minutes)	
Management)			
Kezia Coleman, HWK Projects and	KC	Candy Dunne, HWK Deputy Chief Officer	CD
Outreach Officer (Disabilities and			
Mental Health)			

Members of the public attending:

- Justina Jang
- Rashid Laher
- Cllr. George Crivelli (appointed governor for Wandsworth), Council of Governors, Kingston Hospital

Agenda No.	Item No.	Actions
1	Welcome and apologies for absence/Declarations of interest (LM)	
	 1.1 LM welcomed all. LM noted apologies from Hen Wright, (HWK Projects and Outreach Officer (Young People and Safeguarding). 1.2 LM asked if there were any declarations of interest. None were raised. 1.3 LM noted that sadly, this was WOs last meeting as a member of the Healthwatch Kingston Board as he was stepping down as a Trustee. LM and other members of the Board, thanked WO for his commitment and in particular, his leadership in the area of communications. WO thanked all for the opportunity to support the work of Healthwatch Kingston. 1.4 SB to update Companies House and the Charity Commission records to 	
	note WO stepping down as Director/Trustee on 31 December 2021.	1.4 SB

DRAFT for APP	PROVAL - HWK Board Meeting PART A MINUTES from 21st December 2021				
2	POSTPONED Presentation and Q&A: 'SWL Integrated Care System' from Martin Ellis, Director of Transformation / Deputy Locality Director (Kingston & Richmond), NHS South West London CCG				
	2.1 LM noted apologies from Martin Ellis, due to his involvement in the SWL				
	NHS Covid booster roll out programme. It was noted that Martin has				
	agreed to to present to the Board at a later date, when he is available.				
3a	PART A MINUTES 28.07.21 for approval (LM/SB)				
	3a.1 The Board agreed PART A MINUTES from 28 July 2021 were a true reflection of the Board meeting.				
3b	PART A MINUTES 28.09.21 for approval (LM/SB)				
	3b.1 The Board agreed PART A MINUTES from 28 September 2021 were a				
	true reflection of the Board meeting.				
	Matters arising from:				
	PART A MINUTES 28 Sep 2021				
	2.1 - Minutes being reviewed as part of tonight's agenda - Actioned.				
	6.2 - An assessment of QF exercise costs will be brought to the March 2022 Board (SB) - Due 30.03.22				
	6.3 - A log of signposting to health and social care services between				
	Jan-Mar 2022 will be brought to the March 2022 Board (SB/CD) - Due				
	30.03.22 6.4 - A log of communication activity between Jan-Mar 2022 will be brought to the March 2022 Board (SB/CD) - Due 30.03.22 8.1 - SB to arrange for face-to-face Board meeting in December -				
	Actioned (but this needed to be re-arranged to Zoom in response to Covid/Omicron).				
	PART A MINUTES 28 July 2021				
	2.5 - Stakeholders were invited to QF workshops facilitated by SB - Actioned.				
	PART A MINUTES 26 May 2021				
	2.2 - SB to register RA as a Director/Trustee with Companies House and the Charity Commission - Actioned.				
	PART A MINUTES 23 Mar 2021				
	5.1b - Is an item on tonight's agenda - Actioned.				
4	Chair's Report (LM)				
	4.1 Hoolthwatch Kingston works closely with boolth and coold are				
	4.1 Healthwatch Kingston works closely with health and social care providers, and we are very aware of the enormous efforts of our				
	colleagues to combat the current Omicron outbreak, and the huge vaccination programme mounted in response to it. Nevertheless we were				
	told yesterday that Integrated Care Systems are still scheduled to start				
	on 1st April 2022, replacing the Clinical Commissioning Groups. The				
	SWLCCG started on 1st April 2020, and for the whole of its existence has				
	had to operate remotely. I have represented the six SWL Healthwatches				

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9	Close of PART A				
8	Next Meeting: 8.1 Wednesday 30 March 2022, 5pm to 8pm - Virtual/Face-to-Face (tbc).	8.1 SB			
7	AOB 7.1 None.				
	 Noted the Activity Report Oct-Dec 2021/22. 6.2 NS requested the raw data from the residential care survey. CD to send. 	6.2 CD			
6	Activity Report (SB) 6.1 LM requested SB talk through the report, thanked contributors and:				
	 5.1 The Board thanked RA for the report and: Noted the statements of income and expenditure for September 2021 November 2021. Considered and agreed the addition of a 'Staff project costs' budget line and the additional associated budget expenditure for 2021/22 to engage a freelance report writer between January to March 2022. 5.2 JW asked how many reports we could expect for 12 days freelance work. SB noted that based on in-house experiences, he anticipated 3 reports from 12 days work, but this will need exploring with the freelancer as volume of data will determine report content and time required. 5.3 The Board asked SB to progress next steps with a freelancer. 				
5	at the CCG Governing Body for that time, but we are now making progress on a CCG (ICS) funded co-ordinator role, similar to a role which has existed in SE London since 2020. This role will be discussed further in Part B. 4.2 As in the early months of the pandemic, scheduled meetings involving NHS staff are starting to be cancelled, both at the SWL and local level, and it seems likely that Kingston Council meetings such as the Health and Wellbeing Board in January may be as well, since under the current legislation they cannot take place remotely. 4.3 Our HWK staff adopted hybrid working in the autumn but have from the beginning of December reverted to working at home; our Open Meeting on 14th December was planned to be a festive get-together, but sadly we had to revert to Zoom, as we have for this Board meeting. Let's look forward to happier times in 2022, when we can again enjoy each other's company. Finance Report (RA)				

Signed: Approval Date: