

Healthwatch Kingston Upon Thames

Board Meeting, Wednesday 26 May 2021, 5.00pm - 8.00pm

DRAFT PART A MINUTES from 23rd March 2021 FOR BOARD APPROVAL

Meeting held remotely on Zoom

PART A (OPEN 'PUBLIC' MEETING)**Present:**

Liz Meerabeau, HWK Chair/Trustee Board Member (Board Lead for Primary Care)	LM	Nigel Spalding, HWK Treasurer/Trustee Board Member/Acting Chair of the Community Care Task Group (Board Lead for Social Care)	NS
Grahame Snelling, HWK Trustee Board Member (Board Lead for Safeguarding)	GS	Nike Alesbury, HWK Trustee Board Member (Board Lead for Volunteering)	NA
William Ostrom, HWK Trustee Board Member (Board Lead for Communications)	WO	Scotty McLeod, HWK Trustee Board Member (Board Lead for Business Continuity)	SM
Kezia Coleman, HWK Projects and Outreach Officer (Disabilities and Mental Health)	KC	Stephen Bitti, HWK Chief Officer (minutes)	SB
Rona Topaz, HWK Learning Disabilities Support Officer	RT	Candy Dunne, HWK Deputy Chief Officer	CD
Helena 'Hen' Wright, HWK Projects and Outreach Officer (Young People and Safeguarding)	HW	Graham Goldspring, HWK Active Affiliate Acting Chair of the Hospital Services Task Group	GG
Persephone Pickering, Time To Change Kingston (TTCK) Hub Coordinator	PP	Richard Allen, Observer	RA

Agenda No.	Item No.	Actions
1	<p>Welcome and apologies for absence (LM)</p> <p>1.1 LM welcomed everyone and noted NA's final Board meeting as a Trustee. LM thanked NA for her huge contribution to the work of Healthwatch Kingston. All agreed and extended best wishes to NA.</p> <p>1.2 JW, TW and JHO.</p> <p>1.3 RA requested an in-person meeting with SB, as soon as feasible. SB/RA agreed to explore a mutual date.</p>	<p>1.3 SB/RA</p>
2	<p>Declarations of interest (LM)</p> <p>2.1 None</p>	

3	<p>PART A MINUTES 27 Jan 2021 for approval at 23 Mar Board 2021 (LM/SB)</p> <p>3.1 Agreed minutes were a true reflection of the Board meeting held on 27 January 2021.</p>	
4	<p>Chair’s Report (LM)</p> <p>4.1 LM shared a letter from Iona Lidington (IL), Director of Public Health (RBK). It formed the basis of a discussion and resolution at the 16th March Health and Wellbeing Board (HWBB) for RBK to become a Marmot Borough, using Sir Michael Marmot’s six principles to reduce inequalities and create a fairer society. In that discussion, each organisation, including HWK, was asked to outline what actions they will take and LM/SB will provide HWK updates to the HWBB. LM noted that this time last year to the day the UK went onto its first ‘lockdown’ and that the pandemic has highlighted health inequalities.</p> <p>4.2 LM noted SWL Boroughs are in the process of updating their Health and Care Plans.</p> <p>4.3 LM also provided an update on how the SWL Integrated Care System was developing locally and how HWK has and will continue to be involved in the discussion about local structures.</p> <p>4.5 LM raised the potential benefit from a network of Marmot Boroughs.</p> <p>4.6 NS was interested in having a broader discussion on Health Inequalities and putting in place realistic steps to achieve the aims. LM replied a group is meeting to do this.</p> <p>4.7 SB noted that the recent Youth Out Loud! ‘Healthy Weight’ podcast was an example of an action by HWK to address Physical Wellbeing.</p> <p>4.8 GG mentioned the importance of including older people and loneliness.</p>	<p>4.1 LM/SB</p>
5	<p>Finance Report (NS)</p> <p>5.1 The Board thanked NS for the report and:</p> <p>a. Noted the statements of income and expenditure for April 2020 - February 2021.</p> <p>b. Agreed in principle that £5,067.33 (made up of £3,000 donation and identified unused budget items) plus the end of year excess of income over expenditure (currently estimated at £1,287.53) be paid to MIND in Kingston as a grant for continuation of the Time to Change work in 2021/22, as identified on the TTC pages. SB agreed to review estimates and agree final grant amount with NS.</p> <p>c. Noted the current estimation of the end of year balance for the Core on the Annual Cash Flow 2020/21 page.</p> <p>d. Agreed a revised Reserves Policy of maintaining sufficient money in the account to cover all known actual and potential liabilities, currently calculated to be £39K rounding up to the nearest £1k. A</p>	<p>5.1b SB/NS</p>

	<p>breakdown of this figure was to be provided in the confidential part of the meeting.</p> <p>e. Agreed the proposed income and expenditure budgets for 2021/22.</p> <p>f. Noted the current estimation of the end of year balance for the Core on the Annual Cash Flow 2021/22 page (based on the proposed budget), which is slightly higher than the proposed reserves amount of £39k.</p> <p>g. Noted that difficulties are again being experienced with the Metro Bank's online banking facilities, so payments are currently being made by cheque.</p> <p>5.2 NS confirmed the Reserves Policy was reviewed on an annual basis.</p> <p>5.3 NS also noted that should we be unable to resolve the ongoing issues with online banking at Metro Bank, we may need to explore a different bank.</p>	
6	<p>Activity Report (SB)</p> <p>6.1 SB introduced the final report (and appendices) of the 2020/21 financial year which updated the Board on delivery of the seven key work areas for Healthwatch Kingston across the year. The staff team then presented highlights from their related work which can be viewed here.</p> <p>6.2 The Board thanked SB for the report and other members of the staff team for their contributions/presentations and:</p> <ul style="list-style-type: none"> • Reviewed and Noted the Activity Report. • Reviewed and Noted Item 6 Appendix a Comms Report for 23 March 2021 HWK Board & Item 6 Appendix b Comms Data (1 Jan -17 Mar) 23 March 2021 HWK Board 2021. 	
7	<p>AOB</p> <p>7.1 GS noted the staff didn't update on progress of the Making Safeguarding Personal Project. SB noted and agreed HW would update as part of staff Activity Report presentations at the May 2021 Board.</p>	7.1 HW
8	<p>Next Meeting:</p> <p>8.1 Wednesday 26 May 2021, 5pm to 8pm - confirmed.</p>	
9	Close of PART A	

Signed:

Approval Date:

Liz Meerabeau, Chair HWK