

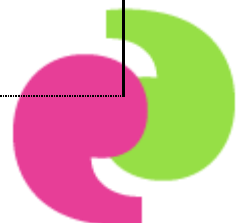
Healthwatch Kingston upon Thames

Minutes of the Healthwatch Kingston Board Meeting
Held on Monday 22nd of April 2015 from 17:00-19:00
At the Kingston Quaker Centre

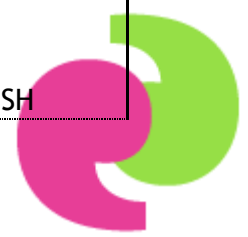
Present:

Grahame Snelling, Chair	GS	James Davitt	JD
Kim Thomas	KT	Nigel Spalding	NS

ITEM		Action
1.	<p>Welcome and Apologies</p> <p>Apologies were received from Helen Gravestock and Joel Harrison, Trustees. GS and KT reported on the appointment of Stephen Hardisty as HW Manager who would start work on 5 May.</p>	
2.	<p>Minutes of the last meeting held on 18th March and Action Items</p> <p>The minutes were approved by the Board and the action list was reviewed:</p> <p><u>Protocol</u>: The RBK protocol for young people transitioning to adult care had not yet been produced but would be circulated once available.</p> <p><u>Pharmacy Session</u>: No date had yet been confirmed.</p> <p><u>Care Act</u>:</p> <p><u>Meeting with NHS England/ Public Health survey</u>: to be provided by HG</p> <p><u>Care Act Engagement work</u>: the final scheduled session, for BME people, had been cancelled by RBK; the session on 22 March had gone well; a further session was planned for 21 May.</p>	<p>Staff</p> <p>Staff</p> <p>HG</p> <p>Staff</p>
3	<p>2015-2016 Strategy</p> <p>As the document was not available to the meeting, it was agreed that the last version be re-circulated so that board members could send comments/additions to SH. SH would be asked to take responsibility for pulling together a final version so that it could be launched at the board meeting in public on 14 May and subsequently circulated to other key stakeholders. It was noted that the section on plans in relation to a possible RBK contract would need to be revised.</p>	<p>All SH</p>
4.	<p>HWK Team Update</p> <p>Monthly Report March-April 2015</p> <p>The report was noted with thanks to the staff. GS reported that Sylvie Ford, MH Commissioner, had offered to come to the MH Task Group to discuss the issue of inappropriate referrals to the IAPT.</p>	



	<p>Authorised Representatives It was agreed that:</p> <ul style="list-style-type: none"> i. the list be split into two: one for authorised reps on outside bodies and one for enter & view ii. the bodies attended by GS as Chair be added to the list iii. that the wording for other Board members be changed to reflect the fact that they could deputise for the Chair if requested iv. SH be asked to meet with the authorised reps on outside bodies to ensure there were clear lines of communications and report-backs to the board and/or task groups v. the two lists be included on the agenda for the board meeting in public on 14 May with the office information (eg dates of DBS checks) on enter and view removed for this public meeting vi. NS would prepare the lists and circulate them to board members for checking before inclusion by the staff on the next board agenda 	<p>SH</p> <p>NS/All/Staff</p>
<p>6.</p>	<p>Chair’s Report (verbal)</p> <p>GS reported on the Joint Strategic Engagement Workshop to be held on 21 May. GS and SH would be attending on behalf of HWK and GS invited any other board members interested in attending to let him know. GS had participated in the planning meeting. The main focus of the event appeared to be securing alignment of the work done by RBK (led by the Active and Supporting Communities Team) and the CCG. HWK needed to have a watching brief ensuring it was understood that HWK stood independently outside the system whilst wishing to work in partnership with the key stakeholders.</p>	
<p>7.</p>	<p>Task Group Updates</p> <p>The following points were noted:</p> <p>Community Care Services: this Group was focusing on a survey of care agency users. Eleanor Levy had offered to be the Chair.</p> <p>Hospital Services - a successful Enter & View visit had been undertaken with the report being circulated to board members; a response from the hospital was awaited.</p> <p>Mental Health: there were no notes yet for the meeting held on 11 April.</p> <p>It was agreed that the board needed to clarify the status of the Learning Disability Task Group including if and when notes of these meetings would be available.</p> <p>The board also discussed the current reporting arrangements for the task groups and the volume papers being provided to board meetings. It was noted that the work of the task groups was also being summarised in the monthly staff reports and suggested that the board did not also need full notes of every task groups meeting. This would be considered further by GS and SH.</p>	<p>GS/SH</p>



	Board members asked that future board papers be numbered to make them easier to identify within the pack of reports.	Staff
8.	Annual Report - Guidance and report template This was noted. SH would be asked to prepare the first draft.	SH
9.	Any other Business GS reported that he would be asking SH to review the recent publication from the Kings Fund ‘Local Health: Progress and Promise’ to see how HWK compared. Board members were welcome to send any observations on the report to SH.	GS/SH/All
10.	Next Meeting Wednesday 14 th May (in public) 10.30am-12.30pm	

DRAFT

