

Healthwatch Milton Keynes (HWMK)

Board of Trustee Meeting Minutes, Wednesday 10th July 2019.

Milton Keynes Business Centre, Milton Keynes, MK14 6GD

Attendees: Hilda Kirkwood (HK) Chair Mike Newton (MN) Marion Wale (MW)

George Assibey (GA) Maxine Taffetani (MT)

Apologies: Caroline Higgins, Anita Devi, Jeff Maslen, Alan Hancock

Note Taker: Lynn Kent

Agenda Item No.	Agenda Item	Action/Agreements
1	<p>Opening Remarks and apologies Apologies as recorded above were noted.</p> <p>Opening Remarks Hilda Kirkwood (HK) Chair Welcomed all to the meeting.</p>	
2	<p>Declaration of Interests</p> <p>2.1: None were disclosed.</p>	
3	<p>Adoption of Agenda</p> <p>3.1: The agenda was approved, with the order amended to take item 6 Trustee Recruitment and Selection at the end of the meeting following the presentation on MK Together Partnership Arrangements.</p>	
4	<p>Adoption of Minutes of Board of Trustees Meeting of Wednesday 15th May 2019</p> <p>Annex 1 The minutes were approved and signed by the Chair.</p> <p>Annex 2 Matters Arising Action Log</p>	

	<p>5 (g) Finance MT reported that Endorsement by Trustees had been received with request to test the system alongside Metro. The set-up process is progressing.</p> <p>Mike Newton to email HK with any queries, HK reported that she was now able to access the Metro Bank account on line and authorise payments.</p> <p>Annex 11 12 &13 to be covered under agenda item 7.</p>	
5	<p>Chief Executive Report Annex 3</p> <p>a) Annual report The Healthwatch Milton Keynes Annual Report 2018-19 was published ahead of deadline on the 28th June and has been distributed widely to our stakeholders. A positive response has been received from Joe Harrison, CEO Milton Keynes Hospital and our Grant Manager Andrea Bushell. The report was picked up quickly by the local press with an article on our Rights to Healthcare Card Report published on MKFM. The CEO gave an interview on 3 Counties Radio on Tuesday 2nd July.</p> <p>The Annual Report is to be presented to the Health and Adult Social Care Scrutiny Committee on the 9th October.2019.</p> <p>b) Annual General Meeting Currently 80 places have been booked. MT requested a slight change to the agenda to ensure a better flow.</p> <p>c) NHS Long Term Plan. The Healthwatch Long Term Engagement Report was submitted formal to the ICS for comment on 27th June; The report is to be tabled for discussion at the ICS Chief Executive Officers meeting on the 4th July. It was noted the Screening plan was rejected but the Board wanted the request left in to show the views of the public.</p> <p>d) Performance Q1 Briefing The CEO reported that it had been a challenging start to the year. Work plans are now in place for all staff, set against business plan objectives</p> <p>e) Business Plan Area 1: Projects Engagement work has begun to take place during the relationship development phase of the Young Peoples</p>	<p>Report published 28th June</p> <p>Presentation to Health and Adult Social Care Scrutiny Committee 9th October 2019</p>

	<p>project, a small session with 19 young people has taken place.</p> <p>Dates for stalls at Fresher’s Fairs in Chaffron and Bletchley College campuses have been booked. It was noted that despite an initial positive meeting with the Director for Children’s services, follow up meetings have proved difficult to arrange.</p> <p>f) Business Plan Area 2: Enter and View The Care home Thematic report has been published and will be taken to the HAP meeting on August 13th. MW suggested that Domiciliary Care be explored regarding reviewing. HK acknowledged that LD placements were also being considered for Healthwatch MK Enter and View programs. It was acknowledged that both these areas would require training and working closely with MKC. The E&V Coordinator is undertaking:</p> <ul style="list-style-type: none"> • The Planning of the follow up of Care Homes visited in 2018-19 • Developed a recommendations, response and action tracker. • Scheduling Primary Care and Urgent Care Centre follow up. <p>g) Business Plan Area 8 Sustainability</p> <p>No progress to date against this area of the plan. Grant managers have not met to agree grant arrangements for 2020. It is anticipated that this will happen following the HASC presentation on 9th October. A meeting with Cath Broadhead at MKC Has been arranged, CB is carrying out a review of all the Partnership Boards.</p>	<p>Enter and View activities to the HAP August 13th, 2019</p> <p>HASC presentation to MKC 9th October. MT and HK to attend.</p>
<p>6</p>	<p>Trustees Recruitment and Selection Annex 4 Page 15</p> <p>This was rescheduled to be discussed in a private section of the Board in part 2.</p>	
<p>7</p>	<p>Healthwatch Advisory Panel Review- Future Arrangements. Annex 5</p> <p>The Board reviewed the papers presented and noted the Papers that had been discussed at the May Board meeting.</p>	

	<p>The proposal put forward by the CEO, underwritten by the HAP in April 2019 (subject to endorsement by the Board of Trustees) and approved by a majority of Trustees at the May meeting of the Board was to attempt to re-focus the work of the HAP in such a way that it has a clear mission and meets the expectations of its members. In order to do the this, the CEO proposed that the HAP should relinquish some of its formal role in governance, as a sub-committee of the Board of Trustees and its formal role in the decision-making and performance monitoring cycle.</p> <p>The Intention is the HAP is to become an advisory body that can understand residents experience of health and social care services, feeding into HWMKs operational and strategic activity as a touchstone and representative of local public opinion. It would become a core part of HWMK’s engagement programme.</p> <ul style="list-style-type: none"> • The Board agreed to remove HAP as subcommittee of the Board. • Membership of HAP to be opened to all members • A code of conduct to be agreed • Formal reporting of the meeting available. <p>Comfort break</p>	
<p>8</p>	<p style="text-align: center;">Annual Decision Making and Reporting Cycle Annex 6 pages 18 - 21.</p> <p>MT presented a detailed paper outlining the need to devise a decision-making and reporting cycle, and schedule which simplifies bureaucracy, is proportionate to the size of the organisation, allows for an effective interaction between the Executive team and HWMK’s, main decision-making and advisory bodies.</p> <p>A full discussion of the paper by the Trustees came to the following conclusions.</p> <ul style="list-style-type: none"> • The viability of the approach in general Approved • The frequency of meeting of the Board of Trustees to move to quarterly meetings Agreed • Agreed the role and structure of the HAP • Agreed the establishment and role of a Project Committee as a subcommittee of the Board of Trustees • Agreed the formation of the Executive Group • The Board agreed to the members of the project committee to develop the Terms of Reference for the Boards approval and assurance. 	

<p>9</p>	<p>Standing Items Agenda Report Annex 7 page 22</p> <p>IT: There are no IT exceptions this month.</p> <p>HR: Terms and conditions paper presented The Board Approved Option A</p> <p>Information Governance: Papers have been circulated to All Trustees. Need to sign and return.</p> <p>Governance: The Trustees approved the CEO proposal to have a small Task and Finish group to reformat the Schedule of Delegation once terms of reference had been developed for all sub-committees and return it to the Governance Committee.</p> <p>Finance: Trustees approved the Finance Committee to review and allocate surplus against last year's budget and create contingency plan for allocation of any areas of planned expenditure likely to go off plan</p>	
<p>10</p>	<p>MK Together Partnership Arrangements.</p> <p>Annex 8 pages 27.-30</p> <p>Changes to the Partnership Arrangements for Safeguarding Adults and Children, enabling community safety and promoting health and wellbeing.</p> <p>HK welcomed Jo Smart to the meeting</p> <p>Jo gave a presentation of MK Together Safer, Happier, Healthier Partnership.</p> <p>The Board reviewed the briefing paper regarding the new MK together Safeguarding Partnership Arrangements and Health watch Milton Keynes role as Sponsor. Concerns were raised regarding the capacity of HWMK to attend an additional 14 meetings per year. 10 meetings for MK together Board and 4 meetings to the affiliated voice board. HK wanted to know what this would mean to the organisation. Admin support is to be provided by MKC</p> <p>The Board recommended that a more in-depth risk assessment is undertaken with the Governance committee as soon as possible.</p>	
<p>11</p>	<p>AOB: None</p>	
<p>12</p>	<p>Dates and times of Future meetings Wednesday September 11th 2019</p>	

Signed

Hilda Kirkwood

Hilda Kirkwood, Chairperson