

## Healthwatch Milton Keynes (HWMK)

**Board of Trustee Meeting Minutes, Wednesday 11<sup>th</sup> May 2022**

**Time: 9.30am – 12.00pm**

<b>Attendees in person</b>	Carol Older (CO)- Chairperson, Paul Egerton (PE)-Treasurer, Dorothy Pearce (DP), Jane Whild (JW), Mirza Lalani (ML)
<b>Attendees on Teams virtual software</b>	Alan Hancock (AH) , Paul Day (Deputy Chair)
<b>Other Attendees</b>	Maxine Taffetani – Chief Executive Officer/Board Secretary
<b>Apologies</b>	Michaela Tait (MTAi), Ama Bimpong (AB), Jeff Maslen (JM)

<b>Agenda Item No.</b>	<b>Agenda Item</b>	<b>Action/Agreements</b>
1	<p><b>Opening Remarks and apologies</b></p> <p>The Chair opened the meeting at 9.37 and thanked Trustees that were able to take part in the Strategy Development Workshop on 10<sup>th</sup> May .</p>	
2	<p><b>Declarations of Interest</b></p> <p>The Secretary informed the Board that there had been a corrected change to the registered interests of Alan Hancock. Changes made was the removal of Public Governor of Milton Keynes University Hospital Trust's Council of Governors and the inclusion of AH's role on the Council of the East of England Clinical Senate.</p>	Update register of interests
3	<p><b>Adoption of Agenda</b></p> <p>The agenda was adopted without amendment.</p>	
4	<p><b>Minutes of the Meeting held on 9<sup>th</sup> February 2022</b></p>	



	<p>The minutes of the Board meeting held on 9<sup>th</sup> February 2022 were approved as an accurate record of the meeting. The Chair signed a copy of the minutes.</p>	
5	<p><b>Matters Arising – Action Log</b></p> <p>No comments were raised in relation to the Matters Arising action log.</p>	
6	<p><b>Board Recruitment</b></p> <p>The CEO briefed the Board on progress against the recruitment of a new Treasurer. Interviews with four candidates are being arranged.</p> <p>The Treasurer noted that questions for the interviews had been agreed, with an emphasis on understanding candidates' knowledge and application of resource accounting.</p> <p>The CEO informed Trustees that following all interviews the Board will meet to review any recommendations for appointment and approve co-option of the new Treasurer.</p>	
7	<p><b>Business Plan 2022-23</b></p> <p>The Board received the final draft of the 2022-23 Business Plan and proposal for adoption by the Governance Committee.</p> <p>Dorothy Pearce proposed that the Board adopt the Business Plan. Jane Whild seconded the proposal.</p> <p>Trustees suggested improvements to the mapping business plan areas against priorities in future versions and fed back that an executive summary of forward plans at the start would support quality of the presentation.</p>	<p>CEO to produce public summary for publication.</p>



8	<p><b>End of Year Accounts 2021-22</b></p> <p>The CEO updated Trustees on the progress of the end of year accounting and audit process and presented the draft of the Annual Trustees Report 2021-22 for adoption.</p> <p>Paul Egerton proposed the adoption of the Trustees Report. Jane Whild seconded the proposal.</p>	
9	<p><b>BLMK Healthwatch Collaborative</b></p> <p>The Board received the final draft of the Bedfordshire, Luton and Milton Keynes Healthwatch Collaborative Memorandum of Understanding and the proposal for adoption by the Governance Committee.</p> <p>The CEO noted the outstanding amendments raised by the Governance Committee.</p> <p>The Board discussed risk in relation to future mergers of Healthwatch and the potential for sharing data systems following information from Healthwatch England regarding the retirement of the Customer Relationship Management (CRM) database.</p> <p>Dorothy Pearce proposed the adoption of the MOU. Mirza Lalani seconded the proposal.</p> <p>The CEO informed Trustees that the Integrated Care Board had reached out to seek nominations for a single Healthwatch representative for the participatory role on the ICB. Trustees discussed the funding of Healthwatch at an ICS level, as well as emphasising the cautious approach needed to ensure Healthwatch MK is able to focus attention, activity and resources at place. The Board were keen to ensure that the Independent Chair of the ICB had awareness of the resource burden on local Healthwatch.</p> <p>Trustees also discussed digital strategies being</p>	



	<p>developed by the ICS and the attention required to the impact of patients in the future.</p>	
10	<p><b>Chief Executives Report</b></p> <p>Trustees received a report from the Chief Executive against Enter and view activity, activities and publications of reports, progress against the production of the 2021-22 Healthwatch Milton Keynes Annual Report and an update on progress of the establishment of the Integrated Care Board and its governance.</p> <p>Trustees also received statistical information on Communications performance between January and March 2022. Trustees discussed methods to optimise reach through member and external communications and linking Trustees active on social media to communications released by Healthwatch MK.</p>	
11	<p><b>Standing Items</b></p> <p><b>Section One - Governance:</b></p> <p>The Board received the strategic risk register and proposal for adoption by the Governance Committee. Paul Egerton proposed the approval of the risk register. Mirza Lalani seconded the proposal.</p> <p>The Board noted progress against the Quality Framework action plan.</p> <p>The Board received the amended Finance and Reserves Policy and the proposal for adoption by the Governance Committee. Paul Egerton proposed the adoption of the policy. Mirza Lalani seconded the proposal.</p> <p>Trustees noted the review of information governance actions by the Governance Committee and assured by the SIRO (Dorothy Pearce) on matters covered at the meeting.</p>	



	<p>Trustees received information about the retirement of the CRM by Healthwatch England. The CEO briefed the Board on the questions left with the Regional Lead for response and some initial thoughts regarding different data processing options.</p> <p>Trustees noted that the consultation on annual sick pay with staff had been completed.</p> <p>Trustees received the Grant report for January-March. There were no comments against the report.</p> <p><b>Section 2: Finance</b></p> <p>Trustees received an update from the CEO and Treasurer on the end of year management accounts and the final budget for 2022-23.</p> <p>Trustees also received the results of the most recent Financial Controls audit and noted that new procedures are in development to reflect the changes in the bank account set-up, and actions set against the recent error in employee pay.</p>	
13	<p><b>AOB</b></p> <p>The Chair gave an update about the discussions generated at the strategy development workshop and gave trustees an overview of the key themes that came out of the discussions.</p>	

Signed:



Name:

C. A. OLDEN

Position:

CHAIR