

## Healthwatch Milton Keynes (HWMK)

Board of Trustee Meeting Minutes, Wednesday 19<sup>th</sup> February 2020

Jupiter Room, Milton Keynes Business Centre, Linford Wood, Milton Keynes. MK14 6GD

Attendees: Hilda Kirkwood (HK) - Chair Mike Newton (MN) - Deputy Chair, Alan Hancock (AH) - Deputy Chair, George Assibey, Jane Whild (JW), Paul Egerton (PE), Lesley Bell (LB), Ama Bimpong (AB), Maxine Taffetani (MT) - CEO

Apologies: Mary Legge (ML), Simon Sharkey Woods (SSW)

Minute Taker: Maxine Taffetani

Agenda Item No.	Agenda Item	Action/Agreements
1	<p><b>Opening Remarks and apologies</b></p> <p>Mary Legge and Simon Sharkey Woods sent their apologies in advance.</p> <p>It was agreed that Alan Hancock would Chair the meeting.</p> <p>Paul Egerton noted that he had to leave the meeting at 11.00am for another commitment.</p> <p>MT informed Trustees that as six months has passed without communication from Merrilee Briggs, she has now been removed from the Board of Trustees under Clause 15: 1(b) of the Healthwatch Milton Keynes CIO constitution.</p> <p>MT informed the Board that Lynn Kent is no longer in a position to support with minute taking. MT will search for another volunteer and will continue to take minutes in the interim.</p>	<p>The Board asked MT to pass on their good wishes to Lynn Kent.</p>
2	<p><b>Declaration of Interest</b></p>	

	None declared.	
<b>3</b>	<b>Adoption of Agenda</b> Trustees approved the agenda items tabled for discussion at the meeting.	<b>Agenda Approved</b>
<b>4</b>	<b>Minutes and Actions Arising</b> The minutes of the Board of Trustees meeting held on November 13th were approved.  Action Log tabled and updated by Maxine Taffetani. All actions completed or added to today's agenda.	<b>AH Signed the minutes</b>
<b>5</b>	<b>Deputy Chair and Treasurer Roles</b>  AH detailed the background briefing of the Treasurer role falling vacant at the meeting. MT informed the Board that PE had expressed an interest in being nominated for the Treasurer role. Nominations in support were sought by email. 8 of 10 Trustees responded with support. 2 were recorded as abstaining, as they did not respond. A quorum of support was confirmed.  Maxine Taffetani gave the background briefing of the two Deputy Chair roles falling vacant at the meeting. MT informed the Board that AH and MN had expressed interest in being nominated for the Deputy Chair posts. 6 of 10 Trustees responded with support. 4 were recorded as abstaining, as they did not respond. A quorum of support was confirmed.  Following a discussion about succession planning for Deputy Chairperson roles, MT noted that she would pick the matter up with ML in their next meeting. MN offered support to those interested in taking up the Deputy Chair role in the future.  reconfirmed that the reselection process for Treasurer and Deputy Chair posts had been delayed until February this year whilst the new Chairperson settled in and that normal reselection processes will resume at the August Board meeting following the AGM.	<b>Paul Egerton confirmed as Treasurer for Healthwatch MK</b>  <b>Alan Hancock and Mike Newton confirmed as Deputy Chairpersons for HWMK</b>  <b>MT to pick up Deputy Chair succession planning with ML.</b>
<b>6</b>	<b>Trustee rotation and selection procedures</b>  Board members discussed the rotation of, and recruitment of Trustees in advance of the AGM.  One third of Trustees are required to step down each year, requiring three (3) Trustees to step down. It was suggested that the Constitution may be interpreted to allow the Board to include as part of this requirement	

	<p>any Trustees who step down or are removed from the Board during the year. Two (2) Trustees have left the Board in the last three months, and it was proposed that these two individuals should count toward the one third, requiring only one further Trustee to step down.</p> <p>GA is required to step down, by rotation and is eligible to re-apply. GA explained that he has a number of other roles, wouldn't want to be half committed to his role as Trustee and therefore will not seek re-election.</p> <p>AH expressed that he was sorry to hear that GA would not wish to seek re-election and noted GA's valuable involvement and contributions to the Board.</p> <p>HK stated her intention to step down from the Board at the AGM.</p> <p>MN noted his disagreement with the chosen interpretation of Clause 13(2) of the Constitution, leading to a discussion among Board members. The majority of Trustees agreed that, while the Constitution might be interpreted in different ways, the risk of legal challenge is low and that the Board must operate within the constitution in a way that best supports continuity of knowledge and experience on the Board. It was noted that with the continuing rapid turnover of Trustees, undue pressure is placed on the organisation.</p> <p>Trustees agreed recruitment for new Trustees to join the Board will be initially targeted to current Healthwatch members only.</p>	<p><b>MT to add matter to Governance Committee in April</b></p> <p><b>MT to pick up exit interviews with Trustees with ML.</b></p> <p><b>MT to send recruitment information out to members.</b></p>
<p><b>7</b></p>	<p><b>Standing Items Report</b></p> <p><b>IT</b> The Board agreed that the use of Teams in Office 365 would not be prioritised.</p> <p><b>HR</b> MT shared information about Enter and View Coordinator recruitment. PE, HK and LB offered their support to the interview panel on the first week of March.</p> <p><b>Information Governance</b> All GDPR forms now completed by Trustees.</p> <p><b>Finance</b> MT gave a verbal update on her recent contact with the Grant Manager and the the process of awarding HWMK the 3-year Grant from April 2020. Hannah O'Neill is confirmed as the delegated decision maker and the formal decision will be taken on 24<sup>th</sup> March. MT noted</p>	

	<p>that the Grant Manager had confirmed the Enter and View funding had been requested by the Council's Finance Dept. MT acknowledged the email PE had sent prior to the meeting and gave responses to the Board.</p> <p><b>Performance</b> Trustees had received the Quarter 3 Grant report with the papers and the report was covered at the Performance sub-committee in January. The performance Committee requested that the Trustees ensure that sustainability of the Comms and Engagement post at 37.5 hours is a business planning priority for 2020-21.</p> <p><b>Governance</b> At the request of the Governance Committee the Board approved the adoption of the Terms of reference (ToRs) for the four Committees (Performance, Governance, Information Governance and Finance).</p> <p>At the request of the Governance Committee Trustees noted the cross over between Committee ToRs with regards to Business Development opportunities and the approval process of progressing income above £5k within the Schedule of Delegation. This will be monitored.</p> <p>MT noted that the Information Governance Committee is 1 Trustee short of the full complement of members, as set out in the ToR.</p> <p><b>Health and Safety</b> Fire Risk assessment on premises complete. There were two minor actions, both of which are completed.</p> <p><b>Risk</b> MT briefed Trustees on the most recent progress with regard to Partnership Boards funding.</p>	<p><b>Fire Risk Assessment November 19<sup>th</sup></b></p> <p><b>All Trustees to email CEO of any concerns re: Risk</b></p> <p><b>MT to send email requesting additional members.</b></p>
8	<p><b>Budget 2020-21</b></p> <p>The draft budget 2020-21 was circulated to Trustees with the papers. MT offered clarifications to GA on the zero allocation to repairs and renewals line, and the amount allocated to Trustee training.</p> <p>HK had a query on income for April. MT clarified the line included carry over of Partnership Board ring-fenced funds.</p> <p>MT notified the Board that any changes made to the draft prior to 31<sup>st</sup> March would be recirculated for approval.</p>	<p><b>Budget 2020-21 approved by Board.</b></p>
	<p><b>Comfort Break</b> Paul Egerton left the meeting at 11.05am.</p>	

<b>9</b>	<p><b>Business Plan 202-21</b></p> <p>MT introduced the draft business plan areas. The Board discussed the issue of Healthwatch MK's oversight of private healthcare facilities performing work for the NHS. AH suggested that private health services will come more and more into prominence, and MN referred to recent issues regarding the loss of local radiotherapy services.</p> <p>The Board discussed and agreed upon the approach to be taken in developing the business plan and sign-off procedures. This will be by way of an email Task and Finish Group.</p>	<p><b>Business Plan TAF members: AH, JW, LB and ML.</b></p>
<b>10</b>	<p><b>Chief Executive Report</b></p> <p>In addition to the report circulated to Trustees in the papers, MT gave verbal highlights with regards to the Patient Participation Group Network.</p> <p>Trustees requested that MT liaise with TK and Healthwatch England re: Masters students undertaking placements with the organisation.</p>	
<b>11</b>	<p><b>Strategy Development 2021-24</b></p> <p>Mt briefed Trustees on the proposed approach to developing the 2021-24 strategy. HK welcomed the approach to staff and Trustees working together to design the strategy. Trustees were happy with an external facilitator for a workshop event but agreed it should be a facilitator with experience of supporting organisations to develop strategy and familiarity with the health and social care system.</p> <p>It was agreed that a small task and finish group of Trustees will review a staff report on performance against the current strategy. MT will present this to the TAF by the end of April.</p>	<p><b>MT to circulate The King's Fund's strategy to Trustees.</b></p> <p><b>HK, AH and JW to join TAF</b></p>
<b>12</b>	<p><b>AGM 2020</b></p> <p>Trustees approved the proposed date of the AGM to take place on the 16<sup>th</sup> July, approved the theme, content and flow of the agenda. Trustees wished to invite the Mayor to open the AGM this year.</p>	<p><b>MT to invite Milton Keynes Mayor to the AGM</b></p>

12	<p><b>AOB</b></p> <p>The Trustees wished to pass on their best wishes to ML.</p> <p>MN was asked to recap on Trustee recruitment. It was agreed that the approach taken should be a general invitation to members, and MN suggested that the organisation should be specific about the skills the Board needs.</p> <p>Trustees agreed that, if there is no interest from members in joining the Board, there should be no further recruitment this year.</p>	<p><b>MT to advertise Trustee roles in next e-alert and newsletter</b></p>
	<p>The meeting closed at 12.55pm.</p>	
13	<p><b>Dates and times of Future meetings</b></p> <p>Wednesday 13<sup>th</sup> May 2020</p> <p>Wednesday 12<sup>th</sup> August 2020</p> <p>Wednesday 11<sup>th</sup> November 2020</p>	

Signed: 

Name: Alan Hancock

Date: 13<sup>th</sup> May 2020