

Healthwatch Milton Keynes (HWMK)

Board of Trustee Meeting Minutes, Wednesday 10th August 2022

Time: 9.30am – 12.00pm

Attendees in person	Carol Older (CO)- Chairperson, Mike Cass (MC) – Treasurer, Paul Egerton (PE)-Treasurer, Dorothy Pearce (DP), Michaela Tait (MTAI)
Attendees on Teams	Alan Hancock (AH), Jane Whild (JW)
Virtual software	
Other Attendees	Maxine Taffetani – Chief Executive Officer/Board Secretary
Apologies	Jeff Maslen (JM), Mirza Lalani (ML), Paul Day (PD), Ama Bimpong (AB)

Agenda Item No.	Agenda Item	Action/Agreements
1	Opening Remarks and apologies The Chair opened the meeting at 9.32am and noted apologies for the meeting. The Chair welcomed Mike Cass to the Board of Trustees and the Board's new treasurer and trustees introduced themselves.	
2	Declarations of Interest No declarations of interest were declared.	
3	Adoption of Agenda The agenda was adopted without amendment.	
4	Formal Co-option of Trustees The Board received a summary report on the recent recruitment and selection of a new Treasurer. On 3 rd June, a majority of Trustees approved the co-option of Mike Cass to the Board of Trustees by email, and the Secretary asked Trustees to approve the co-option for the purpose of public Board records. Michaela Tait proposed the motion and Dorothy Pearce seconded the motion to co-opt Mike Cass to	

	the Board of Trustees. The Secretary noted that Mike's application to the Board will be put to the membership for ratification at the Annual General meeting in September.	
5	<p>Minutes of the Meeting held on 11th May 2022</p> <p>The minutes of the Board meeting held on 11th May 2022 were approved as an accurate record of the meeting. The Chair signed a copy of the minutes.</p>	
6	<p>Matters Arising – Action Log</p> <p>No comments were raised in relation to the Matters Arising action log.</p>	
7	<p>Board Recruitment</p> <p>Trustees reviewed a briefing on the progress of recruiting new Trustees to the Board. The organisation encouraged applicants from diverse backgrounds to apply and have received 3 applications to the Board. Trustees approved the interview approach and the creation of bios to be sent to the membership in advance of the Annual General meeting.</p>	<p>The CEO to arrange interview panels for early September and communication of bios to the membership.</p> <p>CEO to circulate interview questions to Trustees.</p>
8	<p>Chief Executive Report</p> <p>Trustees received a report from the Chief Executive against staffing, arrangements for the Annual General meeting, activities, working toward Healthy Workplace standards and an update on the establishment of the Integrated Care Board and its committees.</p> <p>Trustees noted two additional income proposals for £7,126.</p> <p>Trustees discussed the presentation by the Chair of the Bedfordshire Integrated Care Board (ICB) at the Annual General meeting. Members will receive communications requesting questions to put to the ICB Chair. Trustees shared questions within the meeting including communications between the Integrated Care Board and the voluntary sector, and the relationships between the VCSE and Integrated Care System Place based boards i.e., the Milton Keynes Health and Care Partnership.</p> <p>The CEO noted that consideration is being made into making the AGM available virtually.</p>	<p>CEO to arrange e-bulletin to members</p> <p>CEO to arrange briefing with ICB Chair on themes for discussion.</p>

	<p>Dorothy Pearce informed the Board of her previous experience developing CRMs if support is required from the Board in the procurement of a CRM system to replace the current insight system Healthwatch Milton Keynes uses.</p> <p>Michaela Tait offered support at the AGM.</p>	
<p>9</p>	<p>Standing Items</p> <p>Section One – Governance:</p> <p>The Board received an update on matters arising at the Governance Committee held on 28th July 2022 including the strategic risk register, Information governance, IT, strategy development and performance reporting.</p> <p>The Finance and Reserves Policy and Salary Policy had been reviewed and approved by the Finance Committee and submitted to the Board for approval. The Board approved the Finance and Reserves Policy but rejected the Salary Policy for further review.</p> <p>Section 2: Finance</p> <p>Trustees reviewed the variance on the year to date's operating expenses to 30th May 2022.</p> <p>The CEO briefed trustees on the discussions held with the treasurer, Mike Cass, and have agreed some areas of improvement in accounting procedures over the months ahead. Trustees were informed that the Chair of the Board, Treasurer and CEO are due to meet the auditor on 11th August to review the end of year accounts process.</p> <p>The Board of Trustees approved the resolution to remove Paul Egerton as a signatory to the organisation's bank account and to add Mike Cass.</p> <p>The board approve that the number of signatories on the account will be six (6): Maxine Taffetani, Tracy Keech, Carol Older, Jane Whild, Dee Prior and Mike Cass.</p> <p>The Board approved Carol Older, as the Chair of the Board of Trustees to certify the following resolution:</p> <p>Resolution:</p>	<p>CEO to review salary policy.</p>

	<p>It was resolved that two current signatories are authorised to:</p> <ul style="list-style-type: none"> • Complete and sign the Metro Bank PLC Mandate to remove Paul Egerton from the list of authorised signatories • Add Mike Cass as a signatory to the account. <p>Dorothy Pearce proposed the motion to approve the resolution. Michaela Tait seconded the approval.</p>	
10	<p>Strategy Development</p> <p>Trustees reviewed a draft outline of the organisation's new strategy. The CEO informed the Board of the background development process including a development workshop, initial drafting and further input from trustees and staff on the vision statement, mission statement, values, and headline strategic objectives.</p> <p>Trustees agreed amendments to the vision statement, mission statement and values.</p> <p>Trustees agreed with the proposed strategic objectives noting the following recommendations:</p> <ul style="list-style-type: none"> • Consider embedded outcomes/impact aims i.e., what will be the change at the end of the strategy • Review the quality framework assessment and what identified gaps/actions need to be reflected in the strategy • Consider the approach to data and in particular disaggregating data on patient demographics 	
13	<p>AOB</p> <p>The Chair noted that this was the final meeting that Paul Egerton and Alan Hancock would be attending prior to stepping down from the Board. Carol thanked both, and other outgoing Trustees for their support and commitment to Healthwatch Milton Keynes, wished them well and ask them to keep in touch.</p>	

The Secretary will seek a signed copy of the minutes from the Chair of the meeting.

Signed: 

Name: CAROL OLDEN

Role: CHAIR

Date: 9 NOV 2022