

## Minutes of the Trustee Board Meeting held on 8<sup>th</sup> February 2023 on Zoom

**Present:** Jim Fawcett (Chair) (JF) , Ann Schenk (AS), Leah Payne (LP) Senior IAG, Engagement and Communications Officer, Julie Darbyshire (JD) - Operations Manager, Neil Robinson - Finance Manager (NR), Yasmin Rahbar (YR) Community Engagement Officer, Mary Stubbs (MS), IAG & Communications Officer

**Apologies:** Shashikant Merchant, Tracy Boylin, Kiran Syeda

|    |  | <b>Action</b> |
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| 1. | <p><b>Welcome and Introduction</b><br/>Jim Fawcett opened the meeting and welcomed everyone. The meeting was not quorate so any decisions will be deferred either until the next meeting for ratification or via email to trustees.</p>  |               |
| 2. | <p><b>Declaration of Conflicts of Interest</b><br/>None declared</p>   |               |
| 3. | <p><b>Governance</b><br/><b>Minutes from the Trustee Board Meeting held on 7<sup>th</sup> December 2022</b><br/>The minutes were agreed as a correct record</p> <p>Matters arising:</p> <p style="padding-left: 20px;">a. <b>Finance</b> - it was confirmed that the energy bills discount had been applied to the energy bill up to March 2023. Still uncertainty about cost of energy.</p> <p style="padding-left: 20px;">b. <b>Young Carers discussion</b><br/>LP reported that she will ensure the issue is fed into the next carers strategy task and finish group. There will be opportunities in future meetings. Also creation of carers directory is still being discussed.</p>   |               |
| 4. | <p><b>Data Protection</b><br/>Nothing to update</p>  |               |
| 5. | <p><b>HR Update</b><br/>Peninsula newsletter circulated. Updates on employment law.</p>  |               |
| 7. | <p><b>Operational Update</b><br/>The office has suffered from a leaky roof, caused problems for the porch floor and front door very difficult to open and close. Automatic opening is no longer working. No damage to any equipment. Repairs being done on the roof.</p> <p><b>Cervical Cancer Screening Project</b><br/>Project is continuing to reach out to the community. Also offering vaccinations and health checks. If we have capacity we will continue to support to gather feedback. Lot of feedback coming through regarding information about the menopause. HWE showcased our work across the network for cervical cancer screening awareness week.<br/>A health professional in Hyde is also keen to roll out a similar scheme after hearing about the work in Bolton.<br/>JF thanked staff for a good piece of work.</p> <p><b>Unpaid Carers Report</b><br/>Carers strategy was launched in November - quotes from our report have been included. The task and finish group will look at the implementation stage next. LP to attend future meetings. LP reported there will be staff development sessions - calling out for carers to speak to staff to listen to what is working well and not so</p> |               |

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|     | <p>well. Be useful if carers had an opportunity for carers to recognise how useful their contributions are. Positive step to involve carers.</p> <p><b>Workplan - 2022-23</b></p> <p><b>Primary care</b> - NHS dentistry survey - 136 responses received. Data extracted for the health and social care select committee. Not heard if this evidence will be used. Will be published on the website if it is used. Survey open until the end of February</p> <p><b>Virtual Care Experience</b><br/>Responses due from BFT and primary care this week.</p> <p><b>Cost of Living and Health</b><br/>Over 50 responses received, met with public health to compare feedback received and see what can be done to help. Will meet public health in March to compare feedback and make recommendations.</p> <p><b>Greater Manchester Healthwatch Network</b><br/>Reviewed the last 12 months. Budget for GMHW from the ICB should be announced in April to fund the network to move forward.</p> <p><b>Bolton ICP</b><br/>HWB has a place on the Strategy, Planning and Delivery (SPD) committee. JD attended a workshop to look at the ICP priorities. Out of 38 main priorities there will be 3 top ones. JD met with Naomi Ledwith - delivery director - HWB will be invited to be involved in a 'patient voice' sub-committee. Engagement will be commissioned out, and a data repository is being planned. Patient Voice meeting scheduled for 20<sup>th</sup> Feb - JD to attend.</p> <p><b>Carers Strategy</b><br/>HWB has contributed significantly to the discussions to shape the strategy. HWB will continue to be involved in monitoring the implementation of the strategy.</p> |  |
| 8.  | <p><b>Information, Advice &amp; Guidance Report</b><br/>LP updated on the current IAG cases - 36 enquiries received. NHS dentistry is the main topic of enquiry again. Cases are being more desperate with the ongoing impact on people's physical and mental health, caring responsibilities etc. MS and LP discussed cases where people were reporting how much they were suffering with the impact of not having access to NHS dentistry. Case studies fed into the Health Select Committee on dentistry. Huge lack of capacity in the system with dentists leaving or closing NHS lists and going completely private. LP shared positive feedback about Halliwell surgery and older people's mental health team. This was from personal experience and LP reported she had received an exceptional level of service. LP and MS also shared lots of very positive comments from clients who had been assisted with enquiries. Trustees agreed that the IAG service is delivering a valued and exceptional service to the public. The comments and feedback are testament to this.</p>  |  |
| 9.  | <p><b>Community Engagement Update</b><br/>YR shared information about all the groups and events she has been engaging with over the last couple of months. This includes attending a health mela at Kildonan House, Zakaria Mosque Sister's coffee morning, CAHN Health Hub launch, BCOM coffee morning, Changing Life Directions and Bolton Prostate Cancer Group. YR will be attend a new group this week - Winter Hill Insight - speaking to people experiencing sight loss. YR has been helping groups to make links into other events and groups such as the mens health event coming up shortly.</p>  |  |
| 10. | <p><b>Updates from Representatives</b></p>  |  |

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|     | <ul style="list-style-type: none"> <li>AS attended - Bolton Hospital Board of Governors - 2/2/23 - dominated by recruitment process for the new chair. Freedom to speak up presentation. Raising awareness and 23 Freedom to Speak up champions across the Trust. Non-elective case load- things have improved in January, not been affected directly by strikes. Back on track with cancer time target, aiming to clear off by April 18 months waiting list. Charitable funds committee report - starting to use funds. Had received £250k legacy. Update from Director of transformation - structuring the Trust clinical strategy and general strategy. Draft due by end March. Agreed to renew Audit company contract. A &amp; E situation - ambulance waits - Bolton one of the best in GM, has improved over January. Moving forward - do more in the community, work closer with social services, discharge faster, integrated care arrangements should help</li> <li>Bolton Adult Safeguarding Board - AS attended away day and meeting with committee advisor.</li> <li>Bolton Adult Health and Social Care Overview and Scrutiny Committee -no HWB rep able to attend.</li> <li>Bolton Locality Board -Lots of information being shared, difficult to understand what the plans are and to bring together across GM.</li> </ul> |  |
| 11. | <b>Policies</b><br><br><b>Policy Reviews:</b> <ul style="list-style-type: none"> <li>Conflict of interest policy</li> <li>Volunteering policy</li> </ul> <p>No changes to either policy</p>   |  |
| 11. | <b>Risk Register</b><br>No changes  |  |
| 12. | <b>A.O.B</b><br>None  |  |
| 13. | <b>Finance</b><br>This agenda item was discussed in confidence.   |  |
| 14. | <b>Date and time of next meetings</b><br><br>JD to notify trustees of future meeting date.  |  |

## Abbreviations:

AVMA - Action for Victims of Medical Accidents

BFT - Bolton Hospitals NHS Trust

BGOH - Bolton Guild of Help

Bolton CCG - Bolton Clinical Commissioning Group

GMICB - Greater Manchester Integrated Care Board

GMHW - Greater Manchester Healthwatch

HSC - Health and Social Care

HWB - Healthwatch Bolton

HWE - Healthwatch England

ICP - Integrated Care Partnership

LFT - Lateral Flow Test

