

## Minutes of the Trustee Board Meeting held on 14<sup>th</sup> February 2022 on Zoom

**Present:** Jim Fawcett (JF), Ann Schenk (AS), Jim Sherrington, Kiran Syeda (KS), Leah Payne (LP) IAG, Engagement and Communications Officer, Julie Darbyshire (JD) - Operations Manager, Yasmin Rahbar (YR), Community Engagement Officer, Neil Robinson (NR)- Finance Director

**Apologies:** Shashikant Merchant, Tracy Boylin, Anne Bain

1.	<b>Welcome and Introduction</b> JF opened the meeting and welcomed everyone	<b>Action</b>
2.	<b>Declaration of Conflicts of Interest</b> None declared	
3.	<b>Governance</b> <b>i.Minutes from the Trustee Board Meeting held on 6<sup>th</sup> December 2021</b> The minutes were approved as a correct record. Matters arising: <ul style="list-style-type: none"> <li>a. IAG paper for Tim Bryant - approved by Tim Bryant - £28k allocated to us to enhance the IAG service</li> <li>b. ICP board Rochdale - no information. Sally McGivor chairs both Rochdale and Bolton ICP boards. AS &amp; JD met with Sally McGivor and Rachel Tanner. Summary of meeting has been circulated. Further meeting with Rachel Tanner to take place - JD to chase this up</li> <li>c. Every mind matters proposal - too big a project to manage</li> <li>d. GP Access report - no response received yet</li> </ul>	<b>JD contact Rachel Tanner re: ICP</b>
4.	<b>Data Protection</b> No updates	
5.	<b>HR Update</b> <b>IAG new job role description</b> - part time IAG/Communications officer - 21 hours per week. To be advertised on Indeed, social media, website, newsletters, University.  The IAG role description and person spec was approved.	
6.	<b>Finance Update</b> Summary - good situation at the moment - sufficient resources to fund the new job role and increase for YR hours to 28 per week. Actual, projection and budget were presented. BT issue not progressed any further, no further letters received. Budget: reserves will be around £75k Council grants - £125k and £28k Salaries £100k this year, £122k next year. Main points - extra hours for YR and IAG officer. Deficit next year £5k but may also be a surplus therefore reserves will be £70k next year. Budget: last year put salary changes on hold as didn't know long term situation. However with £28k can now fund additional position and additional hours for YR. Could also make one off payments to staff. Paid staff in effect got 4% pay rise not consolidated into basic pay but recommend it should be from 1 <sup>st</sup> April. Proposed the budget with this calculation in place - consolidate 4% goes into	

	<p>basic pay from 1<sup>st</sup> April. By September should know outcome of any pay increases as per NJC pay increases  It was agreed honorarium payment to be paid to Neil Robinson in March - £1000  The budget and finance update were agreed.  End of year paperwork to be prepared for the accountant.</p>	
7.	<p><b>Operations Update</b>  JD presented the operations update:</p> <p><b>Workplan 2020-21 updates and impact:</b></p> <p><b>Mental health - Impact of Bereavement during Covid 19 in BAMER (Ethnically Diverse) Communities</b>  One of the mental health conferences has taken place - YR to update.</p> <p><b>Cancer Screening - Rumworth Project</b>  Venues being identified to hold the screening sessions - YR to update  The project does actual screening and sharing information in non-threatening environments.</p> <p><b>Workplan 2021-22</b></p> <p><b>Primary Care</b> - Access to GP practices been shared with CCG, had holding letter saying response is imminent. The response will be published with the report.  <b>Secondary Care</b> HWE report is now published. Survey re-launched to get some feedback from Bolton residents.  <b>Adult Mental Health</b>  Scoping out survey on isolation and loneliness and unpaid carers, shared with various stakeholders and to input into the refreshed carers strategy. Survey and one to one interviews to take place. AS commented someone on the QPEG group is interested in this piece of work.</p> <p><b>GM Healthwatch network</b>  Developing 3 year strategy and memorandum of understanding to work with each other and the ICS. Quality Framework principles underpin the strategy. Shared with stakeholders in ICPs. Update will be shared shortly and shared with trustee boards.</p> <p><b>Safeguarding and Poverty Project</b>  LP &amp; JD attended meeting -how poverty affects healthcare and safeguarding. Want to produce a resource for patients. Asked HW to contribute to the resource.</p> <p><b>Local Authority Community Engagement</b> - Substance Misuse Consultation - JD to meet with Gareth Hill to discuss this project and costing</p> <p><b>2022-23 Priorities</b>  Survey just launched and community engagement taking place</p>	<p>LP to contact QPEG re: unpaid carers</p> <p>JD to report back</p>
8.	<p><b>Information, Advice &amp; Guidance Report</b>  LP presented the report.</p> <p>51 new enquiries received. Dentistry still top theme. £50m boost to increase access for vulnerable patients. LP enquired with LDC regarding allocation to GM. 4 enquiries received from HWE have your say form without any personal information. This means HWB are unable to progress any of the enquiries. JD has flagged this issue up twice with HWE, concern about any safeguarding issues. HWE working on improving communication and data protection issues. HWB are</p>	

	<p>also concerned that clients think they are contacting HWB directly and not responding.</p> <p>Some clients still struggling with GP access and face to face appointments. Some quite distressing enquiries and complex problems. HWE asking for us to contact MPs re: dentistry.</p> <p>Good feedback received from clients. Lot of time spent on some complex client cases.</p> <p>LP doing newsletter and Talking Newspaper - regular feature.</p> <p>Thanks were passed onto LP and in particular the complex case that LP had worked on.</p>	
9.	<p><b>Community Engagement Update</b></p> <p>YR updated on the work she has been doing in the community.</p> <p>YR thanked the board for the increase in her hours. Key areas of work: making partnerships with Bolton Community College, Rumworth Project, mapping and carers work.</p>	
10.	<p><b>Updates from Representatives</b></p> <p><b>AS reported on the following meetings recently attended:</b></p> <ul style="list-style-type: none"> <li>• Bolton Hospital council of Governors - welcomed Z Ali from CCG board. Esther Steel is leaving the Trust. Chair updated on operational pressures from Covid and backlog. Building local care trust. Continuing high A &amp; E attendances and ambulance delays. Trust are drilling down on reasons for attending A &amp; E. 124 patients overdue on discharge. The new hospital bid is progressing through the system, met with Boris Johnson and MPs, encouraging meeting. AS also outlined issues in Part II (private) of the meeting.</li> </ul>	
11.	<p><b>Risk Register</b></p> <p>Agreed to leave status as it is at the moment.</p>	
12.	<p><b>A.O.B</b></p> <p>None</p>	
13.	<p><b>Date and time of next meetings</b></p> <p>Next trustee board meeting - 11<sup>th</sup> April 10.30am on Zoom</p> <p>Management meeting - 7<sup>th</sup> March 11.00am</p>	