

## Minutes of the Trustee Board Meeting held on 6<sup>th</sup> December 2021 on Zoom

**Present:** Ann Schenk (AS), Shashikant Merchant (SM), Jim Sherrington, Tracy Boylin (TB), Leah Payne (LP) IAG, Engagement and Communications Officer, Julie Darbyshire (JD) - Operations Manager, Yasmin Rahbar (YR), Community Engagement Officer,

**Apologies:** Jim Fawcett, Anne Bain, Umair Badat, Kiran Syeda

		Action
1.	<b>Welcome and Introduction</b> In the absence of the chair -AS opened the meeting and welcomed everyone.	
2.	<b>Summary of Review meeting with Tim Bryant</b> AS reported no budget cut envisaged for the foreseeable. No further info on ICS arrangements at local level. TB asked HWB to put a paper together to increase capacity & resources for IAG. JD clarified Tim Bryant and the council are aware of HWB workplan, the workplan is shared at every contract monitoring meeting.	<b>Board to agree IAG paper to TB LP to provide report</b>
3.	<b>Governance</b> <b>i.Minutes from the Trustee Board Meeting held on 11<sup>th</sup> October 2021</b> The minutes were approved as a correct record. 5. RE: meeting with Sally Mclvor to take place on 14 <sup>th</sup> Dec to discuss the role of the ICP board. 5. Bereavement work - End of Life group - no date forwarded yet.	<b>JD to contact HW Rochale to discuss ICP board</b>  <b>JD to contact Suzanne Lomax re: date for End of Life group</b>
4.	<b>Data Protection</b> DPO contract renewed for another 12 months.	
5.	<b>Finance Update</b>  NR provided figures looking at remaining monies available should HWB decide to recruit more staff. The monies would only be enough for a part time post for one year only with no surplus monies available (3 months reserves monies (3 months operating costs), would stay untouched).  Better scenario would be to receive extra monies from the Local Authority in relation to IAG cases.  JD updated on meeting with M Savania re: bereavement report. In addition to discussing the report, M Savania also asked if HWB might consider bidding for Every Mind Matters project monies. After discussion, it was agreed that the project timescale was too short (Dec 21 to June 22) and the amount of work expected would not be doable with the current staff resources. This work would also greatly impact on the annual workplan. JD suggested that it may be possible to undertake some of the work if the project was split into smaller projects. JD agreed to speak to M Savania again and report back to the board with what the decision is.	<b>JD to report back on decision from M Savania re: Every Mind Matters Project</b>
6.	<b>Operations Update</b> JD presented the operations update:	

	<p>Ian Hutchinson memory book has now been distributed to all trustees. AS thanked staff for producing this.</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>  The report has recently been discussed with the Local Authority (LA). The LA have welcomed the report and have agreed to take some of the recommendations forward. The recommendation “regarding provision of culturally appropriate counselling services to clients”, has resulted in the LA funding The Flowhesion Foundation to deliver ethnically diverse counselling support to 45 clients, and run 4 mental health mini-conferences in the most deprived areas of Bolton. HWB will be working with The Flowhesion Foundation to plan this.</p> <p><b>Cancer Screening - Rumworth Project</b>  The next outreach session is expected to be in January 2022. Unfortunately, the project was not successful in receiving funding from GM, however a further bid can be submitted in April 2022. The outreach session in January will be facilitated by Bolton Council Of Mosques. Answer Cancer will be doing some work with the cancer champions network and HWB will continue to assist in linking up the community. An event is planned on 15<sup>th</sup> December with cancer champions to discuss - HWB to attend.</p> <p><b>Workplan 2021-22</b></p> <p><b>Primary Care</b> - Access to GP practices survey report is now complete and analysed with an infographic. Thanks were extended to Alex Tan for the write-up. The report will be shared with the CCG and LA first to receive their responses. The report will be made public in the new year. The board agreed to sign off the report. The survey will be included with the GP website review work and the information resource in the new year.</p> <p><b>Secondary Care</b> HWE report is now published. The report will feed into the While you Wait local group. The While you Wait website is now live. The board agreed to sign off the report.</p> <p><b>Adult Mental Health</b>  HWB continues to support the Living Well initiative. The project is now working out the personnel and who should be involved in delivering the service. It is also now exploring how people can access the service. In addition to this HWB are scoping out a new project looking at unpaid carers - isolation and loneliness.</p> <p><b>Integrated Care Partnership</b>  JD reported that a letter has been sent from HW Salford on behalf of GMHW to GMHSCP to suggest GMHW have a non-voting place on the ICB and also on the Planning and Delivery board. The reply will be reported at the next trustee board meeting. JF,AS and JD are to meet Sally Mclvor on 14<sup>th</sup> Dec to discuss the role of the ICP in Bolton.</p>	<p><b>GP Access report to be shared with CCG/LA</b></p> <p><b>Hospital Waiting times report to be shared with While You Wait local group</b></p>
7.	<p><b>Quality Framework (QF)</b>  JD explained the rationale for the QF. It is expected that trustees and staff undertake the QF assessment in the new year. The following dates for staff and trustee workshops were agreed as:</p> <p>24<sup>th</sup> January 2022 1pm to 3pm, at the office (observing Covid safety measures and being aware of possible further Government advice)</p>	

8.	<p><b>Information, Advice &amp; Guidance Report</b>  LP presented the report. 75 new IAG enquiries from the last board update, 38 dental. Dentistry issues are still a problem, standard advice is still being given. Info will be available on the website over the Christmas period. 13 enquiries re: GP practices - registration, appointments and complaints. 2 issues re: vaccines. Positive feedback received re: NWAS and lots of compliments from clients thanking HWB for the input into these enquiries. Also had enquiry re: client in a care home with family concerns - raised as a safeguarding. Had one enquiry re: LPOA signposted to Office of Public Guardian. LP also acknowledge her own experiences with health and care services - GP in particular has been excellent and district nurses, pharmacy. LP also extended her thanks to the board for their understanding and flexibility in supporting her in her caring role.</p> <p>Thanks were passed onto LP and the report was noted.</p>	
9.	<p><b>Community Engagement Update</b>  YR updated on the work she has been doing in the community. YR expressed her thanks to the board and staff for their support and working for HWB. YR has been working with BCOM on the cancer screening work and work with the Revert Sisters which provided lots of insight and feedback on their health and care issues. YR has made lots of contacts with local colleges in Halliwell, Farnworth and Rumworth. Over 60 more people have signed up to the newsletter. YR also attended the GP Federation social prescribing event and Bolton Carers Support AGM and Carers information day. YR was also asked by Bolton University to do a video interview of her experience of being on a placement with HWB to becoming a team member. Looking into making links into PPGs and PCN in the new year.</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>• <i>BFT Hospital board of governors</i> strategy meeting - S Martin did presentation on the Local Care Trust - plan in Bolton - in local arrangements - BFT would be repository for local CCG commissioning including social care elements. Will continue to be major provider of hospital and community services. Will create 2 new board directors - primary care and social care. Not sure if this model will be allowed or adopted. AS to meet Sharon Martin to discuss further.</li> <li>• <i>QPEG meeting</i> -still discussing our representation at this meeting Will be meeting with T Joynson to discuss further.</li> <li>• <i>OSC - Oct</i> - Meeting was about GP access - explanations from the CCG about why things are the way they are. Giving telephone access to patients has proved to be difficult and overwhelming for GPs. No patient experience was discussed. More communication should be available to the public regarding the changes to accessing primary care. AS flagged up to Su Long re: flagging up potential risky and safeguarding issues and to ensure that HWB can ensure these are fed into the CCG in the appropriate place. Social care vacancies - 100 bed shortage and 180 awaiting care packages.</li> <li>• <i>Contract Monitoring</i> - JD updated the meeting went well with the LA, no issues were highlighted.</li> </ul>	
11.	<p><b>New Policies</b></p> <ol style="list-style-type: none"> <li>a. Conflict of Interest Policy - policy agreed</li> <li>b. Domestic Abuse Policy - policy agreed</li> </ol>	
12.	<p><b>Risk Register</b>  JD updated the LA contract document has the wrong budget figures so has been returned to the LA for amendment.</p>	
13.	<p><b>A.O.B</b>  None</p>	
14.	<p><b>Date and time of next meetings</b></p>	

	<p>Further information to be forwarded re: QF workshop</p> <p>Next trustee board meeting - <b>14<sup>th</sup> February 11.00am on Zoom</b></p>	
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