

Minutes of the Trustee Board Meeting held on 24th May 2023 on Zoom

Present: Ann Schenk (AS), Leah Payne (LP) Senior IAG, Engagement and Communications Officer, Julie Darbyshire (JD) - Operations Manager, Neil Robinson – Finance Director

Apologies: Jim Sherrington, Jim Fawcett, Yasmin Rahbar

1.	Welcome and Introduction	Action
	<p>Only one trustee was in attendance at this meeting, therefore the meeting was not quorate and it was not possible to make any formal decisions. Some agenda items will need to be deferred until the next board meeting, excluding the trustee annual report. The trustee annual report needs to be signed off and agreed no later than Friday 26th May, therefore it was agreed to email the report to all trustees to ask for feedback. If none is received, then JD will send the report to the accountant on Friday. Jim Fawcett had indicated earlier before this meeting that he agreed with the content of the annual report.</p>	<p>JD to send trustee annual report to trustees for approval</p>
2.	<p>Declaration of Conflicts of Interest None</p>	
3.	<p>Governance Minutes from the Trustee Board Meeting held on 8th February 2022 Deferred to next meeting</p> <p>Trustees annual report and accounts review – draft for approval AS is happy with the report, JD to send to trustees for comment no later than this Friday 26th May.</p>	<p>Defer to next meeting</p> <p>As above</p>
4.	<p>Data Protection Nothing to update</p>	
5.	<p>HR Update Nothing to update</p>	
7.	<p>Operational Update</p> <p>Office Disposal Log JD gave an update on where things were up to with closing the office. Everything is on track. Regarding retention of finance files, NR agreed to meet with JD in June or July to go through the finance files to see what is required to keep.</p> <p>A discussion took place regarding the new workplan</p> <p>Theme: Primary care Project: Exploring barriers to accessing health and care services in the deaf community Bolton Deaf Society have expressed a desire to work with us to help amplify the voices of the deaf community and to highlight the barriers deaf people face when accessing care. Two D/deaf advocates have been in contact to express their desire to work with us. Meetings are being arranged.</p>	<p>NR to meet with JD in June or July re: finance files</p>

	<p>Theme: secondary care/community services/communication Project: Experiences of maternity care This project will be undertaken later in the year</p> <p>Theme: Community Services/mental health support Project: Improving provision of information about the Menopause Currently scoping out this piece of work, possibility to work in partnership again with Bolton GP Federation.</p> <p>Insight report – An insight report has been produced and circulated to the QSC, ICP, BFT and GMMH. The report contains intel on themes from IAG and community engagement comments.</p> <p>GM Healthwatch The network is set to receive £292k over three years, money to be used to recruit an independent chair and chief liaison officer and some project monies.</p> <p>Bolton ICP Bolton ICP has now established its three priorities:</p> <ul style="list-style-type: none"> • Neighbourhoods and community • Children and mental health • Workforce, Organisations Development and Digital <p>The plan is to start with engagement on these three priority areas. It will also review the engagement relationships with other bodies including HWB. No engagement plan has been agreed yet but it is understood that CVS will in future be chairing the Voice of the Public Enabling Group</p>	
8.	<p>Information, Advice & Guidance Report</p> <p>LP reported that HWB had received some adverse comments regarding dentistry and that the NHS England website states that Healthwatch can help people find a dentist. It was agreed to check the exact text on the website and then decide if any action needs to be taken. LP gave a brief update:. 40 new enquiries received with access to dentistry again being the top theme. LP also outlined cases studies and comments and feedback received.</p>	<p>JD to check text</p>
9.	<p>Community Engagement Update Deferred to next meeting</p>	
10.	<p>Updates from Representatives None available</p>	
11.	<p>Policies</p> <p>Policy Reviews: Expenses policy – it was suggested by NR to remove the provision to pay cash expenses in light of staff working at home permanently. To be deferred to next meeting for ratification.</p>	<p>Defer to July meeting</p>

12.	Risk Register Deferred to next meeting	Defer to next meeting
13.	A.O.B None	
14.	Finance NR explained again the final budget and how the cost saving measures will ensure VOICE Local has sufficient reserves through the duration of the contract up to 2026.	
15.	Date and time of next meetings AGM agreed 14 th August at 11.00am on Zoom with approval from Jim Fawcett needed. Next meeting date to be agreed	

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

GMMHT – Greater Manchester Mental Health Trust

HSC – Health and Social Care

HWB – Healthwatch Bolton

HWE – Healthwatch England

ICP – Integrated Care Partnership

LDC – Local Dental Committee

LFT – Lateral Flow Test

OSC – Overview and Scrutiny Committee