

Minutes of the Trustee Board Meeting held on 21st January 2020

Present: Jim Fawcett, Ann Schenk, Jim Sherrington, Shashikant Merchant, Julie Darbyshire (Operations Manager), Ian Hutchinson (Research Officer)

1.	Welcome and Introduction	Action
1.	JF welcomed everyone. Apologies were received from Anne Bain & Tracy Boylin	
2.	Minutes from the Trustee Board Meeting held on 12th November 2019 The minutes were approved as a correct record.	
3.	Matters Arising: Treasurer - there has been no interest from anyone despite extensive advertising. GM Healthwatch grant - there has been no response from HW Tameside regarding the grant expenditure feedback	To be discussed at GM CO & chairs meeting 31 st Jan 2020
4.	<p>Governance</p> <p>a. Meetings with Tim Bryant held on 11th December 2019 and 15th January 2020</p> <p>The updated budget was presented to Tim and he is happy that our finances are on track to show a healthy reserve by the end of March 2020. Due to our lack of a treasurer, Tim agreed to speak to an accountant at the Local Authority to give some oversight on finances. JD reported David Kay has examined our financial procedures policy and suggested some minor amendments. It was also agreed that the board undertake some financial training as all trustees have a collective responsibility for financial oversight.</p> <p>Tim also discussed working closer with Healthwatch in the future. Regarding the Bolton plan the next stage involves mental health and older people, childrens systems, living well at home. Tim suggested looking at engaging with neighbourhoods. There will be a meeting with the strategic commissioners on 26th Feb where the Local Authority have asked that Healthwatch explain its role and commissioners tell Healthwatch how they can utilise Healthwatch in their commissioning plans.</p> <p>Future contract beyond March 2020 - Tim explained that there will be no re-tendering of the contract and they are ready and confident to offer us a new contract. Ideally this will be for 3 years, possibly longer. This just needs approval from various Local Authority committees. It is not anticipated at this stage that the budget will be reduced. Therefore we were instructed to submit our usual invoices and continue business as usual.</p> <p>Training - Tim offered to add us to the internal circulation list so Healthwatch staff can access Local Authority training and events.</p> <p>b. Minutes of Management & Strategy Group held on 7th Jan 2020 The minutes were agreed. AS suggested inviting other staff to attend future meetings to look closer at the work plans.</p> <p>c. Management & Strategy Group Terms of Reference (TOR) - for approval The TOR was agreed</p> <p>d/e. Governance workshop and forward plan - the notes from the workshop were circulated. It was agreed to ask Helen Tomlinson to a future meeting to discuss looking at the strategic plan and constitution.</p>	<p>JD to contact CVS re: financial training</p> <p>JD to contact Helen Tomlinson</p>

5.	<p>Finance a. Budget update IH presented the latest budget. The budget currently shows a slight underspend and is on track as planned. AS requested that future budget updates should include the figures for staff wages to show the whole budget information. It was also requested that the budget update reflect the current bank balance information.</p>	IH to include staff wages in future budget updates and bank balance
6.	<p>HR JD reported that Tracy Boylin had looked at our business insurance policy and there is nothing that includes employee liability insurance. It was agreed to get a quote from our business insurers for employee liability insurance and to ascertain the cost of the current insurance provided by Peninsula to compare the two.</p>	JD to contact insurers
7.	<p>Operational Update JD provided an overview of the current work plan: Cancer Screening - survey now closed. 1382 responses received, currently being analysed. Final report due end of Feb, early March due to extensive qualitative data. Interim reports and updates will be released. Hospital Discharge - JD had met with Andrew Walton (Interim Head of Older Peoples Commissioning, Quality Assurance and Improvement) and Paul Beech (CCG commissioner) to ask for their input in the draft survey. There will also be a meeting with Marie Forshaw – Interim Director of Nursing at Bolton Hospital on 4th Feb. Young people and mental health – information sessions for thrive alliance phase 2 still to be arranged. Planning meeting taking place on 30th January. Outreach sessions – final outreaches to take place in February and then evaluation. Future outreach and general engagement to be arranged. Priorities 2020/21 – consultation to start shortly – strategy to be included in the updated strategic plan document New website – currently being developed – hope to launch by end of Feb/March 2020. Stakeholder meetings – these have taken place with: Su Long, Melissa Maguiness. Commissioned work – Age Friendly strategy report being finalised. Staff – Deborah Robinson has informed JD she has secured alternative employment and intends to resign from her job once she has a formal offer.</p>	
8.	<p>Healthwatch Reps Update a. Jim Sherrington - Jim reported he sits on the Bolton Hospitals Governors committee representing Healthwatch. He also sits on two sub-committees - quality committee and strategy committee. He also attends the Strategic Estates group. At the last meeting of this group there was a discussion on the new build plans at Bolton Hospital and finding out what the governors think should be included in the new build. It was suggested that Healthwatch might want to undertake a piece of work finding out what the public's thoughts are on the new build. JF and JD to pick this up with Marie Forshaw. b. Ann Schenk - Ann reported that she will attend the OSC meeting on 29th January - JD to check if Ann is on the circulation list for the papers. c. Jim Fawcett - Jim reported he had met with Su Long, Melissa Maguinness, Tim Bryant and CVS.</p>	JD/JF discuss with M Forshaw JD to check OSC distribution list
8.	<p>Policy Updates</p> <ul style="list-style-type: none"> • Safeguarding - the updated policy was approved. • Financial procedures policy - this is to be amended following suggestion from David Kay to align signing limits at 3.2 and 4.3.3. to £1000 <p>A discussion also took place regarding allowing another staff member access to the bank account. This is only in the absence of the Operations Manager for sick leave or other unplanned absence. It was therefore agreed that Ian</p>	

	Hutchinson be given authority to access the bank account and authorise payments. This will be reflected in the financial procedures policy.	
9.	Risk Register No changes. M & S committee to discuss staffing issues if DR resigns.	Continue to monitor the risk register
10.	Any other business No other business	
11.	Date and Time of Next Meeting 24 th March 2020, 6pm It was agreed to change the date and time of the next Management and Strategy committee to 25 th February at 2.00pm.	