

# Minutes of the Trustee Board Meeting held on 22<sup>nd</sup> February 2021 on Microsoft Teams

**Present:** Jim Fawcett (JF) - Chair, Ann Schenk (AS), Tracy Boylin (TB), Shashikant Merchant (SM), Leah Payne (LP) (IAG, Engagement and Communications Officer), Julie Darbyshire (JD) (Operations Manager), Neil Robinson (NR) (for finance agenda item)

**Apologies:** Anne Bain, Hassan Osman, Umair Badat, Yasmin Rahbar

1.	<b>Welcome and Introduction</b> JF opened the meeting and welcomed everyone.	<b>Action</b>
2.	<b>Governance</b> <b>i. Minutes from the Trustee Board Meeting held on 7<sup>th</sup> December 2020</b> The minutes were approved as a correct record.  <b>ii. Minutes of the management and strategy group held on 25<sup>th</sup> January 2021</b> The minutes were approved as a correct record.  <b>Matters arising:</b> <b>1. Governance advice</b> The standing rules have now been amended so they properly reflect the constitution. The standing rules were approved  Jim Sherrington - JD commented she had tried to contact Jim again without success. SM agreed to call in on JS as he lives nearby.	<b>SM to contact Jim Sherrington</b>
3.	<b>Data Protection</b> a. SAR request to approve. A Subject Access Request had been received from a client (TG). It was agreed that this request be refused on the grounds of being 'manifestly unfounded'. This decision has been taken in line with advice from the Information Commissioners Office (ICO) and the Data Protection Officer - Sam Alford from PPP Management. It was also agreed to share our agreed actions regarding this SAR with the attendees of the Professionals Meetings. b. GDPR audit and matrix - the report showed areas requiring urgent, routine and desirable actions. JD commented that an action plan has been created to deal with the urgent actions asap. Some of these actions have already been completed. The action plan will be brought to future board meetings to assess progress. It was also agreed to add data protection to the risk register.	<b>JD/LP to Share agreed actions with Professionals Meeting attendees</b>  <b>JD - to bring Action plan for future meetings</b> <b>Add to risk register</b>
4.	<b>Finance</b> Neil Robinson outlined the budget for the remainder of this financial year which shows a surplus of £38,373, and the new budget he had formulated for 2021/22 taking into account the funding reduction of £25k from 1 <sup>st</sup> July 2021 totalling £137,125. Staffing costs as they are now are included, therefore it is possible to extend Y Rahbar contract to 31 <sup>st</sup> March 2022. Projected reserves at 31 <sup>st</sup> March 2021 are £62,080. Reserves should amount to £33,000 to cover 3 months running costs. Free reserves therefore total £30,000 going forward giving a good safety margin. NR suggested looking at savings on the audit fee. The new budget and reserves were agreed.	<b>JD to obtain quotes for audit fee</b>
5.	<b>Operations Update</b> JD presented the operations report.	

	<ul style="list-style-type: none"> <li>- I Hutchinson remembrance leaf at Bolton Hospice. It was agreed to wait until lock down restrictions are eased so that it is possible to add the leaf to the Tree of life at Bolton Hospice in person</li> <li>- Staff volunteering proposal. JD outlined the proposal to include the possibility of staff being allowed to carry out voluntary work in the local community, whilst being paid by VOICE local. This could be as part of staff development. Terms and conditions etc will need to be agreed and a policy developed. The board agreed this was a good idea and should be adopted.</li> <li>- JD updated on the 3 priority areas, work is on track. Regarding the report Living with Covid 19 - the Impact on Health and Care, this was accepted and agreed by the board.</li> <li>- Reconnecting with Communities work is going well. Yasmin has almost completed the new database of community groups and organisations.</li> <li>- Outstanding responses - there have been no official responses to the recommendations in two recent reports - cervical cancer screening and discharge from hospital. AS reported she had raised this issue at the last PEIP meeting and it was agreed a response will be formulated. AS suggested the reports be re-sent to Nicola Rafter to be passed on to the relevant staff member.</li> <li>- Priority setting 2021/22. JD updated that HWB will shortly be consulting on future priority areas for the new workplan. JD reported a short survey had been sent to health and care commissioners to find out what the commissioning plans were for the coming year(s). It was agreed that because of all the upcoming changes to commissioning of health and care services in Bolton and the development of the Integrated Care System that this might be difficult to obtain this information. It was therefore agreed to arrange some trustees to meet with Rachael Tanner and Melissa Maguiness to find out what the plans are in Bolton and what HWB should be engaging with.</li> </ul>	<p><b>JD to re-send reports</b></p> <p><b>JD to organise meetings with RT and MM</b></p>
6.	<p><b>Information, Advice &amp; Guidance Report</b></p> <p>LP presented the report</p> <ul style="list-style-type: none"> <li>- Dentistry remains the top enquiry - people still having difficulties in accessing and registering with an NHS dentist in Bolton. LP reported that issues are regularly shared with NHS England and Healthwatch England as the issue is a nationwide one. There is a dentistry task and finish group being set up across Greater Manchester Healthwatch to look at the issues.</li> <li>- Covid 19 vaccinations have also been the subject of many enquiries - mainly about access to them. We continue to update our website with the latest information.</li> </ul>	
7.	<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> - detailed Covid 19 update, hospital is under continuing pressure, half of available beds still occupied by Covid patients. Ockenden report discussed on maternity issues - BFT is fully compliant. Hospital redevelopment consultation going on at the moment- Phase 1 &amp; 2 work at BFT on new maternity, childrens and elective care centre.</li> <li>• <i>PEIP meeting</i> - AS attended this meeting in February. AS raised the outstanding responses to HWB reports. Bowel screening survey was also discussed.</li> <li>• <i>OSC</i> - updates on Covid 19, self-isolating payments, testing in workplaces and virus prevalence in younger working population. Infection rates remain high in Bolton. No info available yet on uptake of vaccine. CCG doing some work with GPs on this.</li> </ul>	

8.	<b>Risk Register</b> It was agreed to make the following amendments to the risk register: <ul style="list-style-type: none"> <li>• <b>Impact of Covid 19 pandemic</b>- leave status at 25. Include health and safety and confidentiality policy updates. Revisit this in April 2021</li> <li>• <b>Finance</b> - funding cut announced - HWB will aim to carry 3 months reserves monies where possible</li> <li>• <b>Data Protection</b> - to include GDPR audit and progress on this</li> </ul>	
9.	<b>Policy updates</b> <ul style="list-style-type: none"> <li>- Health and Safety - approved</li> <li>- Confidentiality - approved</li> <li>- Salary Policy - approved</li> </ul> <p>The issue of insurance was raised when home-working. JD agreed to get clarification on this.</p>	<b>Insurance clarification</b>
10.	<b>A.O.B</b> TB again thanked staff for their continued hard work.	
8.	<b>Date and time of next meetings</b> TBA	