

## Minutes of the Trustee Board Meeting held on 22<sup>nd</sup> May 2020

**Present:** Jim Fawcett, Ann Schenk, Tracy Boylin, Umair Badat, Julie Darbyshire  
(Operations Manager)

**This meeting was held on Microsoft Teams and via telephone**

1.	Welcome and Introduction JF welcomed everyone. Apologies were received from Jim Sherrington. Covid 19 & Health and safety - TB suggested a risk assessment be done for each employee whilst working at home.	Action  JD/IH to do risk assessment
2.	<p><b>i. Minutes from the Trustee Board Meeting held on 21<sup>st</sup> January 2020</b> The minutes were approved as a correct record.</p> <p><b>ii. Minutes from the M &amp; S agenda 22<sup>nd</sup> April 2020</b> The agreements were ratified</p> <p><b>iii. Update from Charity Commission re: AGM &amp; online meetings</b> It was agreed to postpone the AGM in light of Covid 19 and following the advice of the Charity Commission to formally record this decision. It was agreed to continue to hold Trustee board meetings on-line for the foreseeable future and again as per Charity Commission guidance - to formally record this decision: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-the-charity-sector">https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-the-charity-sector</a>.</p> <p><b>iv. Trustee Annual Report 2019-2020</b> It was agreed to include the priorities for this year including the Covid 19 work, the establishment of a new website and the establishment of the Management &amp; Strategy Group.</p>	
3.	<p><b>HR</b> It was agreed the decision to extend the working hours of Ian Hutchinson and Leah Payne due to the vacancy left by Deborah Robinson. It was agreed not to recruit any new staff at the present time, due to the Covid 19 situation and not having a written contract.</p>	
4.	<p><b>Finance Update</b> JD reported as at 20/5/2020 there was £69,811 in the bank including approx. £14,100 of HWGM monies. The Qtr 1 grant instalment from Bolton MBC had been received and the invoice for Qtr 2 will be submitted on 1<sup>st</sup> June 2020. David Kay is currently preparing the annual accounts. Once the final figures are known a new budget will be produced and the amount of the remaining HWGM money.</p>	
5.	<p><b>Operational Update</b> JD reported; cancer screening and young people's emotional health reports were being analysed and written up. It was suggested to carry forward the discharge from hospital priority as this had only just stated when the pandemic started. Healthwatch England also want to do some national work on this so this should tie in with that.</p> <p><b>The Living with Covid 19</b> report had been well received by public health and the students on placement will continue to gather the social media intelligence to feed into the report. Regular reports will be produced and fed back to public health and the CCG to inform their communications.</p> <p><b>Priority Setting</b> - the public survey showed that adult, and young people's mental health were the top 2 priorities and then social care. There is also some engagement work to be discussed with Tim Bryant. It was agreed that the priorities for the coming year are: discharge from hospital, adult and young people's mental health and social care.</p> <p><b>HWGM monies</b> - it has been agreed by HWGM that the money left over be spent on a new project. It was agreed that Healthwatch Salford take control of this money and distribute it accordingly to each Healthwatch in GM that wishes to</p>	

	take part in the project. As above, await final accounts from David Kay to ascertain the final amount of remaining monies. A finance report will be provided to GMHSCP and HWE.	
6.	<p><b>Policy</b></p> <p>The Coronavirus policy was discussed. It was agreed there is further work to be done on this including: risk assessments for home working, IT and internet security, holiday pay and holidays, parents and carers (with teaching responsibilities if schools are closed), social distancing measures, data protection issues. Defer this to Management &amp; Strategy Group.</p>	
7.	<p><b>Risk Register</b></p> <p>The risk register was discussed. UB suggested some amendments to the way the information is presented. UB agreed to make some suggestions and email them to the group. Defer to Management &amp; Strategy Group.</p>	UB to suggest amendments to the risk register
	<p><b>Other Business</b></p> <p>AS reported on a webinar she attended with HWE on board responsibilities etc. A newsletter will be produced to be sent to all board members from HWE. There will be some guidance on the quality framework coming out in the future. There will also be a resource pack for Local Authorities.</p>	
8.	<p><b>Date and time of next meeting</b></p> <p>It was agreed to hold a test meeting on Microsoft Teams to ensure JF can join the meeting. From this the next meeting date will be set.</p>	