

Minutes of the Trustee Board Meeting held on 29th June 2020

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

This meeting was held on Microsoft Teams

1.	<p>Welcome and Introduction Apologies were received from Jim Sherrington, Tracy Boylin and Anne Bain. Jim and Ann expressed their thanks to Julie, Leah and Ian for their hard work in these difficult times.</p>	Action
2.	<p>Governance i. Minutes from the Trustee Board Meeting held on 22nd May 2020 The minutes were approved as a correct record. ii. Home working risk assessment JD reported that risk assessments had been carried out for staff's home working environment. Actions points are to provide laptop stands. iii. Trustees annual report and accounts 2019/2020 The amended annual report was presented with the final accounts. This was formally signed off by Jim Fawcett. iii. Healthwatch Annual Report 2019/2020 The report was agreed. This will be sent to Healthwatch England and Bolton MBC by 30th June as per regulations. iv. AGM arrangements Guidance from the Charity Commission states that charities must still hold an AGM by digital means. The latest date an AGM can be held is September 30th 2020 for this financial year. It was agreed to set the date for the AGM as Wed 19th August at 10.00am. All trustees will be notified of this date. David Kay has agreed to present the annual accounts and will attend the meeting or a representative if he is unable to attend. JD suggested Jim and Ann attend the office for the AGM socially distanced. It was also agreed to set a date for another management and strategy group meeting. JD to circulate the date.</p>	JD to organise laptop stands
3.	<p>HR Sadly Ian Hutchinson has been diagnosed with terminal cancer and has been signed off sick. Ann and Jim send their thoughts to Ian at this difficult time. It was agreed that Leah Payne become a full time employee asap. Leah is also doing some management training as part of her personal development and to assist JD. It was agreed to enquire with Neil Robinson about death in service benefits for staff and the cost of this. It was also agreed to meet with Neil to discuss finance issues and payment for his services. There is still a part-time staff vacancy and it was agreed that this should be discussed at the next Management & Strategy group.</p>	JD to arrange meeting with Neil Robinson
4.	<p>Finance Update JD reported as at 26th June the bank balance was £97,774. Qtr 2 payment from Bolton MBC has been received. David Kay reported that there is only £7,172 left over from the GM monies due to the fact VOICE Local was carrying a deficit from last year of £7,308. As agreed at the last board meeting, this money is to be transferred to Healthwatch Salford who have agreed to hold the residual monies to disseminate for the next HWGM project.</p>	JD to transfer remaining GM money to HW Salford
5.	Operational Update	

	<p>Cancer Screening Report - JD reported Alex Tan via Healthwatch Trafford had been commissioned to write up this report due to the absence of Ian Hutchinson. The report will be finalised this week.</p> <p>Young People and Emotionally Healthy Schools This report is being finalised this week.</p> <p>Discharge from Hospital - HWE are doing a national piece of work on this which we will be involved in.</p> <p>Living with Covid 19 The second report has been produced and shared with public health and the CCG. It has been very well received and a written response has also been received from the CCG to the recommendations in the report. The next report will be on understanding of the Covid messages and information to be analysed next week. The story gathering work is also due to start in July with the help of the students. Bolton University are very interested in our Covid 19 work and want to work with us with the possibility of getting a journal article produced.</p> <p>Staff are doing training on looking at ways to engage with people who are not online and also look to doing some work with the BAME community.</p>	
	<p>Other Business AS reported she had produced a response to the Bolton Hospitals Quality Account. We look forward to receiving a response to the questions that have been asked in our response and to open up a dialogue.</p>	
8.	<p>Date and time of next meeting The next meeting will be the AGM on 19th August.</p>	