

Board of Trustees Meeting

11.05.2015	18:00 - 20:00	St. Paul's Centre, Queen Caroline Street, Hammersmith London W6 9PJ
Minute No.	BOT 017	
Chair	Christine Vigars	
Note taker	'Sumbo Ajala	
Attendees	<p>Board of Trustees: Christine Vigars (CV) - K&C - Chair Brian Dillon (BD) - Treasurer Mark Platt (MP) - Westminster Joanna Mark-Richards (JMR) - Hestia Abdul Towolawi - Co-optee</p> <p>Observer: Keith Mallinson - Healthwatch H&F Local Committee Chair</p> <p>Staff: Paula Murphy (PM) - Director 'Sumbo Ajala (SA) - Business Manager Shadia Jinadu (SJ) - Quality Manager</p>	
Apologies	Patrick Ryan (PR) - Hestia CEO - Observer Leanne Good (LG) - Legal	

1. Welcome, apologies and declarations of interest

The meeting started at 6:00pm. The Chair welcomed everyone present and apologies were noted as listed above.

The Chair informed the Board of Ms Leanne Good's (Legal Co-optee) resignation from the Board. Leanne had informed the Chair of her desire to be involved at a more local level.

No conflicts of interests were declared.

2. Minutes and matters arising

2.1. Minutes:

The March 2015 Board meeting minutes were agreed further to an amendment on page 4, item 3, action:

'Director to send any relevant update on ~~GP~~ GIS to Mark Platt. (GP should have read GIS)'

2.2. Matters arising and action log

The matters arising and action log were reviewed and the following were noted: -

Action log extracts:

2.2.1. The prioritisation matrix is to be used to agree final work priorities for 2015/2016

Action: Ongoing - Borough Managers

2.2.2. Board agreed to set up a trading arm as soon as possible - Board agreed to hold off pending outcome of procurement.

Action: Ongoing - Director

2.2.3. The Board agreed the freelance Project Manager will develop a menu of options.

Action: Ongoing - Director

2.2.4. Media training dates are to be circulated to Board members

Action: OA

2.3. Risk register & quality accreditation:

2.3.1. Risk register - Quality Manager, Shadia Jinadu (SJ) presented the risk register. She also sought feedback from the Board on the proposed risk scores.

- Quality Manager to further review risk register and to agree areas of responsibility with lead trustees.
- Risk register to include the agreed responsibility of each Board member.
- Updated risk register including areas of responsibility are to be sent to each Board member.
- Board members to send feedback on assigned area of responsibility to SJ.
- SJ to then recirculate the top ten risks.
- Review of risk register to be included in BoT Forward Plan for September 2015, January 2016 and May 2016
- Board agreed the risk scores.

Action: OA and SJ to co-ordinate for early June.

2.3.2. Update on quality accreditation: SJ provided an update on quality accreditation as detailed below.

- SJ awaiting availability of peer review workbook
- Quality accreditation included on all team meeting agendas
- Training/induction to on the accreditation process to be scheduled for staff
- SJ to consider the impact of the proposed HWE quality standards
- Quality accreditation proposal is to be included as a July 2015 Board meeting agenda item

Action: OA and SJ to co-ordinate, SJ to present at July BoT.

2.4. Co-option

Abdul Towolawi is a member of the Healthwatch K&C Local Committee and works in the London Borough of Hammersmith and Fulham. AT was proposed for co-option by Joanna Mark-Richards. Brian Dillon seconded the proposal and all members of the Board agreed the co-option.

Co-option to Board is an ongoing exercise.

Action: Borough Managers from Westminster and H&F to identify candidates for co-option.

3. Director's Report

The Director presented her report as detailed in the papers. The organisation achieved all its outcomes for year end.

Meeting with Commissioners scheduled for 12th May 2015

New template for contract monitoring for 2015/2016 has now been agreed with commissioners.

Notable changes in specifications for 2015/2016 are as follows:

- Work priorities reduced to 3 for the year across the organisation
- Newsletter editions reduced to 3 for the year
- Focus of outreach work moved from new members to gathering patient stories
- Enter and view visits reduced to 2 per annum per borough

Quarterly reports and work with Trusts will continue.

Wider membership consultation on work priorities ongoing.

Final work plan to be agreed by Board by email in June. Board to send feedback on work plan within 10 days of receiving same.

The annual report template was presented for information. The annual report is to focus on impact and outcomes and it is expected to have a three borough focus. It will include supporting quotes from commissioners, Local Committee chairs, members of the project groups etc. The first draft of the annual report is to be circulated to the Board by 10th of June 2015. Board members are to send their feedback within a week (17th June 2015). Board will need to agree and approve the annual report by email.

The Annual Meeting (AGM) is scheduled for 10^h September 2015. An update on the meeting will be presented at the July 2015 BoT meeting.

Action:	Person Responsible
The prioritisation matrix is to be used to agree final work priorities for 2015/2016	Director/Borough Managers
Director to circulate final draft of work plan by email for Board feedback and approval.	Director
Board members to send feedback on work plan within 10 working days of receipt of workplan from Director	Director
First draft of the Annual report to be circulated to Board by 10 th of June 2015. Board members are to send their feedback within a week (17 th June 2015). Board to approve annual report by email by June 26th.	Board and Director

4. Finance

4.1. 2015/2016 Budget

The Treasurer presented the 2015/2016 budget to the Board.

The Board discussed the possibility of the reserves being increased by a set percentage/ratio on an annual basis in line with the reserves policy. The Board also discussed the need for contingency funds as the organisation moves towards independence.

4.2. Q4 Management Accounts

The Treasurer presented the Q4 management accounts and the Statement of Financial Accounts (SOFA); informing the Board that the Finance Committee had reviewed the accounts at the Sub-committee meeting on

the 5th of May 2015. The Finance Committee recommended the accounts for Board approval. The Board approved the Q4 Management Accounts and the Statement of Financial Accounts.

The Board agreed that the annual accounts should include a social impact statement including a statement of value of our volunteers.

Action:	Person Responsible
Q4 management accounts and SOFA approved.	
Annual accounts to include a social impact statement and a statement of value of volunteers.	OA/BD

5. AOB

There were no items of AOB raised.

6. Confidential Section (not be included in the published minutes)

Action:	Person responsible

7. Details of next board meeting and dates for your dairy

Next meeting: The next meeting will be on 6th July 2015 from 6:00 - 8:00pm in St Paul's Centre, Queen Caroline Street, Hammersmith, London, W6 9PJ.

Details of future Board of Trustee meetings:

Dates:

14th September 2015 | 2nd November 2015

Time: 6:00 - 8:00pm

Venue: St. Paul's Centre, Queen Caroline Street, Hammersmith London W6 9PJ