

Board of Trustees Meeting

06.07.2015	18:00 - 20:00	St. Paul's Centre, Queen Caroline Street, Hammersmith London W6 9PJ
Minute No.	BOT 018	
Chair	Christine Vigars	
Note taker	'Sumbo Ajala	
Attendees	<p>Board of Trustees: Christine Vigars (CV) - K&C LC - Chair Brian Dillon (BD) - Treasurer Mark Platt (MP) - Westminster LC Joanna Mark-Richards (JMR) - Hestia Abdul Towolawi - K&C</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 Keith Mallinson - Healthwatch H&F LC - Invitee	

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

2. Welcome, apologies and declarations of interest

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

No conflicts of interests were declared.

3. Minutes and matters arising

3.1. Minutes:

The May 2015 Board meeting minutes were reviewed and agreed as accurate.

3.2. Matters arising and action log

The matters arising and [action log](#) were reviewed and the following were noted: -

Media Training - Mark Platt to be provided with Media training delivered by Media Trust.

Risk register: - Risk register on forward plan for September Board meeting

3.3. Quality Accreditation update

Shadia Jinadu, Quality Manager (QM) presented an update on the PQASSO quality accreditation as detailed in [her paper here](#) and summarised below:

- A folder has been created for the accreditation
- Initial finding confirms that we are can current demonstrate achieving 7 out of the 12 criteria for PQASSO.
- QM updating workbook
- QM preparing to meet external assessor to agree targets from August 2015
- Accreditation should be in place within 3 months from when the initial assessments take place.
- Identified are of concerns is with the shared drive with particular reference to multiple folders containing same information, proper coding of different versions of same paper, archiving of outdated information and staff working from personal folders as opposed to working from within the shared drive.

It was clarified that having the PQASSO quality mark will be useful when tendering for bids for new or extended business.

QM will also review HW England's recently published Standards and incorporate appropriate elements into the work being done for the accreditation and on the risk register.

3.4. Co-option

Co-option to Board is an ongoing exercise.

It was noted that the Board is still seeking to co-opt to the Board to fill a vacancy for Hammersmith and Fulham as well as one vacancy for Westminster. The Board will consider possible co-optees from the BME forum in Westminster.

The Board also requires a legal lead on the Board. HW CWL to contact the Bar association for prospective trustees.

Hestia is also to be reminded of the vacancy for the 2nd Hestia appointed Board member.

Keith Mallinson is the Chair of the Healthwatch H&F Local Committee (LC) who also works for MIND in the London Borough of Hammersmith and Fulham. Keith has been appointed by the H&F LC representative to the Board of Trustees and he has accepted the appointment. The Chair and all Board members agreed the appointment of Keith to the Board.

Actions	Person Responsible
May minutes agreed as accurate	'Sumbo Ajala
Mark Platt to be provided information on Media training from Media Trust	Shadia Jinadu to prepare update on Risk register and Quality Accreditation for Board's information
Risk register to be agenda item in September Board meeting - 'Sumbo Ajala	

Update on PQASSO Quality accreditation for September Board meeting. Keith Mallinson Agreed for Co-option to the Board HW CWL to contact BME forum in Westminster and the Bar Association for potential co-optees Hestia to be reminded of the vacancy for 2 nd Hestia appointed representative	‘Sumbo to contact BME Forum and Bar Association for potential co-optees Paula Murphy to remind Hestia of 2 nd Hestia appointed vacancy on Board
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4. Director’s Report

The Director presented her report as detailed in her paper [here](#).

Highlights include:

- Contract monitoring meeting with Commissioners scheduled for 30th July 2015. Compilation of Q1 data is ongoing.
- Funding for WSIC secured till September 2015, Proposal for funding till July 2016 submitted for consideration.
- Funding for Dignity Champion secured till March 2017.
- Funding for PPG work secured till July 2016.
- HW CWL will approach Hestia for support on the Care Quality Commissions tender for Experts by Experience service. Board agreed that HW CWL to bid for the service will Hestia’s backing. ITT documents to be circulated to Board members. Board agreed that Business planning task group meets to review the tender before it is submitted.

The report included an update on recent and current work, update from the Local Committees. K&C Local Committee requested that the Board considers extending the length of time members of the LC are allowed to stand as LC members.

The Director presented an update on the [Project Group Priorities](#) and HW CWL Work Programme. It was agreed that HW CWL will explore possibility of getting Commissioners to commit funds to sourcing patient experience on changes to Maternity Service in North West London.

Director presented the [LC SWOT Analysis](#) from the Away Day.

The Annual Meeting (AGM) is scheduled for 10^h September 2015. The Director presented the [LC’s ideas for the AGM](#). The Board agreed to commit £1,000.00 towards the production of short video clip for the AGM. It was agreed that the AGM will be to celebrate the HW CWL achievement in the past year. Board agreed that the Mayor of City of Westminster will be invited to the AGM.

The [Annual report](#) was presented to the Board.

Action:	Person Responsible
Director will approach Hestia for support on the Care Quality Commissions tender for Experts by Experience service.	Director Director
The Board agreed to commit £1,000.00 towards the production of short video clip	

for the AGM. Board agreed that the Mayor of City of Westminster will be invited to the AGM.	Board and Director
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5. AOB

[Trustee's Lead Area document](#) was presented for Board review due to additions to the Board and resignation of two Trustees.

Board members agreed to review the document and provide their feedback at the next Board meeting. JMR agreed to lead on Change management and Quality Assurance in addition to areas she currently leads on.

The Board was informed that the CCG has changed location of its PPG Support Unit.

Action:	Person responsible
Board members to review lead trustees document and feedback at the September Board meeting.	

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

Next meeting: The next meeting will be on 14th of September 2015 from 6:00 - 8:00pm in St Paul's Centre, Queen Caroline Street, Hammersmith, London, W6 9PJ.

All Board members and Business Planning Task Group (BPTG) members are asked to please hold the 3:30 - 5:30pm, 14th September 2015 and 5:00 - 7:00pm, 21st of September 2015 for the next BPTG meeting where the tender specification for the HW Contract for 2016-2017 will be reviewed.

Details of future Board of Trustee meetings:

Dates:

2nd November 2015

Time: 6:00 - 8:00pm

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