

Healthwatch Kingston Upon Thames

Q2 2023-24 Board Meeting, Wednesday 11 October 2023, 5.00pm - 6.20pm

Item 3. DRAFT PART A Q1 BOARD MINUTES (from 12 July 2023) FOR BOARD APPROVAL at Q2 meeting

Meeting held on MS Teams

**PART A (OPEN ‘PUBLIC’ MEETING)**

**Present:**

Liz Meerabeau, HWK Chair/Trustee Board Member (Board Lead for Primary Care)	LM	Richard Allen, HWK Trustee Board Member (Board Lead for Hospital Services)	RA
Eeva Crawley, HWK Treasurer/Trustee Board Member	EC	James Waugh, HWK Trustee Board Member (Board Lead for Risk Management)	JW
Kathryn Yates, HWK Trustee Board Member/Board Lead - Learning Disability & Autism	KY	Scott Bacon, HWK Engagement Officer	Sba
Stephen Bitti, HWK Chief Executive Officer (minutes)	SB	Candy Dunne, HWK Deputy Chief Officer	CD

Agenda No.	Item No.	Actions
1	<p><b>Welcome and apologies for absence/Declarations of interest (LM)</b></p> <p>1.1 LM welcomed all</p> <p>1.2 Apologies noted from: Scotty McLeod - HWK Trustee Board Member/Board Lead for Business Continuity, Justina Jang - HWK Trustee Board Member/Board Lead - Women’s Health, Grahame Snelling - Independent Safeguarding Advisor to the Board, Kezia Coleman - HWK Projects and Outreach Officer (Disabilities and Mental Health), Helena Wright - HWK Projects and Outreach Officer (Safeguarding), and Jaimy Halliwell-Owen, Communications Officer.</p> <p>1.3 LM asked if there were any declarations of interest. None were raised.</p>	
2	<p>PART A Q4 BOARD MINUTES (from 22 March 2023) FOR BOARD APPROVAL at Q1 meeting</p> <p>2.1 The Board agreed PART A MINUTES from 22 March 2023 were a true reflection of the Board meeting.</p>	

	<p><b>Matters arising from PART A Q1 2023-24 HWK BOARD MINUTES (from 12 July 2023):</b></p> <p>3.2 SBa/CD/SB to include a reference to the <a href="#">Three surprising trends in adult social care   The King's Fund (kingsfund.org.uk)</a> report in the HWK Careworkforce Wellbeing Project Report</p> <p>4.2 SB will work with CD and EC to provide a revised Q4 report through to 31 March 2023 for the Board review.</p> <p>5.4 On behalf of HJW, SB gave brief Youth Out Loud! (YOL!) update. LM noted - p10 in relation to YOL! - Added Korean and Tamil subtitles - wording needs tweaking - “wrong voice overs” and SB noted - p11 - in regard to exam stress topic, SB said YOL! have done films about this previously and perhaps a different topic would be more useful. (SB to discuss with HJW / Sba).</p> <p>5.1.1 SB to ask GS to review Making Safeguarding Personal Report.</p> <p>5.1.2 Including Communities report (SB to ask JJ or JW to review).</p> <p>5.1.3 ME/CFS/Fibro report (SB to ask KY to review).</p> <p>7.1 SB requested the Board agree to re-set dates of quarterly Board meetings to help accommodate end of Quarter financial work.</p> <p>7.2 The Board discussed the benefit of this and agreed that LM would meet with SB to explore new dates for the Board meetings (e.g. Q1 meeting in mid-April, Q2 meeting in mid-July etc.)</p>	<p>3.2 not yet added</p> <p>4.2 done</p> <p>5.4 done</p> <p>5.1.1 done</p> <p>5.1.2 done</p> <p>5.1.3 done</p> <p>7.1 and 7.2 done</p>
<p>3</p>	<p><b>Q4 Chair’s Report - Apr to Jun 2023</b></p> <p>3.1 Firstly, I am pleased to report that at the end of May 2023 it was confirmed that Healthwatch Kingston has been awarded the new contract for three and a half years with the possibility of an extension, to take effect on 1st October 2023.</p> <p>3.2 At the RBK Health Overview Panel on 6th July, a presentation was made on how the provision of primary care should respond to population increases, particularly large developments such as Signal Park at Tolworth and the Cambridge Road Estate. Other sites of interest are the Orchard and Manor Drive practices, both of which are a priority for refurbishment. A new practice requires a local population increase of at least 8000 people, whereas in many parts of Kingston (such as New Malden and just over the boundary in Merton) there are flatted developments which are nowhere near this level but have a cumulative effect. The annual primary care estates budget for the whole of south west London currently stands at £3m; other funding comes from developers- either the Community Infrastructure Levy or Section 106. Furthermore, although the Pharmacy Needs Assessment requires accessibility to be assessed, there is no comparable requirement for primary care, where the distance to the nearest practice is measured ‘as the crow flies’. Although</p>	

	<p>RBK officers meet with ICS primary care leads to discuss primary care, it was agreed by councillors at HOP that the perceived shortage of GPs is a key concern for residents, and that there is a need for greater clarity in primary care planning and investment.</p> <p>3.3 Dentistry is another area of shortage, and differences in dental health are a key indicator of social inequality. HWK had a presentation on dentistry at our open meeting on 5th July by Mark Creelman, the SRO for dentistry locally since the Integrated Care Board took over responsibility for commissioning on 1st July. There is a recognised problem with the 2006 national NHS contract which is a key factor in the national shortage of NHS dentists, and most of us are not aware that the 2006 contract also abolished registration with an NHS dentist.</p> <p>3.4 Lastly, HWK has been involved in discussions with Kingston Hospital about its proposed merger with Hounslow and Richmond Community Health. Our main concern has been the need for more clarity on how this would affect Your Health Care, which provides community health services for Kingston.</p>	
4	<p><b>Q4 Finance Report - Jan to Mar 2023</b></p> <p>4.1 The Board noted the finance report showing activity to end of 31 March 2023 (Quarter 4).</p> <p>4.2 The Board agreed that SB/CD/EC now finalise alignment to our hard copy finance folder and then liaise with our Independent Examiner to confirm accruals accounting requirement and create Annual Accounts for 2022/23.</p>	4.2 SB / CD / EC
5	<p><b>Q4 2023-24 Activity Report - Apr - Jun 2023</b></p> <p>5.1 The Board noted the Activity Report and thanked CD and Sba for talking through the document.</p>	
6	<p><b>AOB</b></p> <p>6.1 None.</p>	
7	<p><b>Next meeting dates:</b></p> <p>7.1 Agreed.</p> <ul style="list-style-type: none"> <li>• Q2 2023-24 Wed 11 Oct, F2F (location tbc), 5pm to 8pm</li> <li>• Q3 2023-24 Wed 17 Jan, Teams, 5pm to 8pm</li> <li>• Q4 2023-24 Wed 10 Apr, F2F (location tbc), 5pm to 8pm</li> </ul>	
9	<p><b>Close of PART A</b></p>	

Signed:

Approval Date:

Liz Meerabeau, Chair HWK