

**Appendix 3.1:**

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| **Healthwatch Kingston Board Meeting** | **Date:** 27 Sep 2017 |
| **Report Title:** Management and Activity Report  (Period 14 Aug to 26 Sep 2017) | **Autho**r: Stephen Bitti (**SB**), HWK Manager  **Contributors:** Adelaide Boakye-Yiadom (**ABY**) and Laila Awda (**LA**), HWK Project and Outreach Officers |
| **Agenda Item:** PART A Item 6a | |

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| **Purpose of the Report and Action Required** | | |
| The purpose of this report is to update the HWK Board on recent HWK management and team activities in relation to projects and action plans. | Information | x |
| Discussion | x |
| Approval | x |

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| **Recommendations and decisions** |
| The Board is recommended to note this report and discuss format suitability moving forwards. |

**Introduction**

SB has attended a series of internal and external stakeholder meetings (including the Kingston Clinical Commissioning Group AGM, Kingston Voluntary Action’s Health and Wellbeing Network, the Multi-Agency Suicide Prevention Strategy Group, Mental Health Planning Board and the Kingston Health and Wellbeing Board on behalf of GS, HWK Chair) during the 14 Aug to 26 Sep 2017 period.

**Project and Outreach Officers Update**

**ABY Completed activity:**

* HWK Induction
* Training with Laila
* Liaising with print companies for quotes for the Annual Report- this has now been handed over to Laila
* Overseeing Sophie’s email account
* Overseeing the Healthwatch info account – this was handed over to Laila on 19/9/17
* Pre-meet with Ann Macfarlane - sent out Community Care Task Group Agenda and working on handover material
* Pre-meet with Graham Goldspring – prepared and sent out Hospital Services Task Group agenda and working on handover material
* Pre meet with Tony Williams – prepared and sent out Agenda and minutes for Mental Health Task group and working on handover material
* Attended and drafted and finalised minutes of the latest Mental Health Task Group with Task Group Chair
* Attended meeting with Andrew Osborn and written up question and answer paper
* Arranged for the purchase of new office furniture

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| **ABY Upcoming activity:**   * Update Trello Boards with Laila * Continue working on the handover notes for the Task Groups * Finish training with Laila * Prepare material for Mencap engagement event 30/9/17 * Contact Superhighways, Kingston University and Volunteer to enquire about KHW hosting a volunteer web designer/content manager * Complete work started by Sophie on the Home Care Provision Report * Attend the KVA ‘Practical Skills for Digital Health Navigators’ training on 5 Oct. |

**LA Completed activity:**

* Transferring existing Annual Review 2016/17 report into HWE template aim to complete a week beg. 25 Sep.
* Liaising with print companies about prices – negotiating a quote (now £219.30 for 20 Pages - including Covers) A4 Portrait Booklet with a 4pp 300gsm Cover & 16pp 100gsm inner, which will be folded, double staple to spine & folded to A4 – may need to extend the current number of pages from 17 pages (as it runs now) to fit 20 pages
* HWK website refresh – scoped out what was being done at other Healthwatches to see how we might improve ours. Found we could probably make better use of Twitter and make pages more user friendly – Preparing a Report with the staff team for review by HWK Board.
* Drafted a few website stories
* Updated the HWK website with key and timely information, e.g. Grassroots Engagement Funding and our ‘Meet the team’ section (photos taken and added) and links made to grassroots page from home page to etc.
* Drafted HWK Staff Team minutes
* Worked through induction items
* Became familiar with Mail Chimp and mailing lists
* Printed off a hard copy of the HWK policies and procedures for the office from the HWK website.

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| **LA Upcoming activity:**   * Draft Annual Report/confirm price once pages finalised * Prep material for Mencap event 30 Sep with ABY * Assess to be actioned checklists e.g. Recruitment of new Active Affiliates - To go through DBS application process with person and provide them with an Active Affiliate Resource Pack, Enter & View Training – booked to attend, meet with remaining TG Chair Grahame Goldspring, Send introductory message to Task Group members * Info from Task Groups to be put on Trello by LA and ABY * Send mail chimp list about Grass Roots funding – NS reviewing list with SB * Request updates of Board biographies and new photos? Ask New Board Members form theirs * Look at posting to mumsnet etc. re. Grass Roots funding. |

**Grassroots Funding guidance and application forms is now online at:** [**http://www.healthwatchkingstonuponthames.org.uk/Grassroots**](http://www.healthwatchkingstonuponthames.org.uk/Grassroots)

South West London Commissioning Collaborative (SWLCC) have again provided funding to local Healthwatches this year which HWK are now offering to local organisations, groups and individuals to run fun and engaging one-off activities or events to engage local people in the NHS. HWK is asking for bids to a maximum of £750 per event, although applications for smaller grants are being encouraged, so we can reach as many people as possible. Funds to be allocated by HWK ion a first come first served basis. **SB** to act as HWK community application support liaison and HWK Board to establish a Grassroots Funding Application Assessment Panel.

### SWLCC have requested a 50% hold back on funds until a December review of allocated funding is completed. This is to allow further prioritising of funds to groups areas of interest not engaged with by that point.

**‘Time to change: Let’s end mental health discrimination’ Funding**

**SB** has met with Liz Trayhorn (RBK would be best placed to act as ‘Hub Host’) to review application form. Discussions included which organisation(s) would be best placed to act as the ‘Hub Coordinator’. Potential for a partnership (possibly Mind or Fircroft with HWK?). Clarification needed from ‘Time to Change’ about the acceptability of a ‘partnership Hub Host’ arrangement should local stakeholders agree this is the way we would like to go.

The deadline for Time to Chance to receive all applications 5.00pm on Friday, 3rd November 2017.

Two areas will be shortlisted for interview from each region. Regional interviews will be held at Mind’s offices in Stratford, London, or via video-conferencing, on the following dates;

East Midlands 16 January 2018

West Midlands 16 January 2018

South West 25 January 2018

London 25 January 2018

Areas invited to interview will be able to bring a maximum of five attendees but, as a minimum, should look to have each of the proposed Hub Host and Coordinator organisations represented.

Following appointment of the four Funded Hubs, regional inductions for all Hubs will then be held on the following dates;

East Midlands 13 March 2018

West Midlands 20 March 2018

London 22 March 2018

South West 27 March 2018

**Community Engagement for Health Course 2017**

HWK will present a session at this training event on the afternoon of Wed 4 Oct 2017. It will introduce the work of Healthwatch Kingston and opportunities to become involved, then we will introduce a workshop session on barriers to health and social care services. We’ll use sexual health as an example and then have a discussion about what barriers exist elsewhere, and what could be some of the solutions about how barriers could be overcome.

**HWK Staff leave taken in period**

**SB**: 4 days (29/30/31 Aug and 01 Sep).

**ABY**: 1 day (12 Sep).

**LA**: none this period.

**Kingston Quaker Centre Responsibilities**

Regular duties managed as per arrangement, with only one incident to report this period. This took place on 20 Sep 2017 and an Incident Log Sheet was shared with the KQC management and HWK Board that day.