

Healthwatch Milton Keynes

Board of Trustee Meeting Minutes, 9th January 2018. Milton Keynes Business Centre, Milton Keynes, MK14 6GD

Attendees: Hilda Kirkwood (HK) (Chair), Marion Wale (MW), Jeff Maslen (JM), Mike Newton (MN), Anita Devi (AD), George Assibey (GA), Maxine Taffetani (MT)

Apologies: None

Agenda Item No.	Agenda Item	Action
1	Opening Remarks and apologies HK noted that there was a large agenda, with many decisions to make, as a Board. Agreed the Board would conduct the meeting in a decision focused way, and thanked MT for putting the papers together so quickly after the Christmas period/	
2	Declaration of Interests	
3	Adoption of Agenda	
4	Adoption of Minutes of Board of Trustees Meeting of 14th November 2017. Date inaccuracy noted on Page 1 - corrected to 4 th September 2017. MN sought clarity on point ii. on Page 3. MT to edit wording. The board adopted the public meeting minutes.	
5	Matters Arising from Meeting 14th November 2017. At Jan Board meeting agree what elements of the Part 2 meeting should be available in the public domain. (All Board): Discussion about what information should be held to private meetings. MT requested clarification on the Board decision to make Board meetings public. JM clarified that the board felt that, due to the nature of Healthwatch MK's work, everything we discuss should be as transparent as possible.	

	<p>Further minor corrections were discussed and agreed.</p> <p>The Board agreed they would like a small version (A5) with Mission, Values and strategic objectives for a quick handout. MT noted</p>	<p>MT to update and circulate revised version of Strategy, for Board to reconsider. Comments needed by 30th January.</p> <p>MT to create A5 version of final strategy.</p>
7	<p>HSCC Standing Procedures</p> <p>MT presented the HSCC Standing Procedures to the Board for consideration. As the HSCC had struggled to agree these, due to confusion about co-options and elections, MT has revised the whole document.</p> <p>Some revisions were considered and MT will recirculate.</p>	<p>MT to revise and recirculate for agreement by the Board.</p>
8	<p>CEO Operations Report</p> <p>MT briefly updated the Board on projects, presenting the GAANT chart demonstrating timelines and progress.</p> <p>MT presented some financial accounts. It was agreed by the board that reports in Xero are problematic to understand. MT agreed, and explained that management accounts were being created outside of Xero, which would be available shortly. If that format supports the board, MT will work with Ad Valorem to build the report framework in to Xero.</p> <p>HR. MT and MW noted the increase to pensions contributions from April. These will be embedded in to next year's budget.</p>	<p>MT to circulate management accounts when ready.</p>
9	No further risks were noted. The Board accepted the changes to the Risk Register, as discussed at the previous board meeting.	
10	Break	
11	<p>Governance</p> <p>MT presented the Schedule of Delegation. The Board agreed to adopt the Schedule of Delegation.</p> <p>MT presented a revised version of the Board of Trustees Terms of Reference, with edits to role of Treasurer. Terms of Reference revisions were adopted by the Board.</p>	
12	<p>Elections</p> <p>MT outlined the elections for the Board and the HSCC in 2018. This requires two members of the Board to step down, with both eligible to reapply.</p>	

	<p>An elections sub-group committee was held on 3rd January, with action for MT to draft an Elections procedure. This will be circulated for the Board to agree.</p> <p>Mike Newton and Marion Wale noted that they would resign their posts as Trustees, and would wait until the process is started before stating any desire to reapply, as a decision is not required immediately.</p>	<p>MT to circulate Elections Procedure for adoption by Board.</p>
13	<p>Treasurer Recruitment</p> <p>The Board agreed the Role Description and a process for going out to recruit a Treasurer.</p>	<p>MT to post vacancy out to membership in next e-alert.</p>
14	<p>None</p>	
15	<p>Dates and Times of Future meetings</p> <p>Tuesday 6th March 2018, 9.30am, Room: Mars, Milton Keynes Business Centre</p>	