

Minutes Board Meeting

Date:	29 May 2018	Venue: Fosters Extra Care, Woodley
Present:	Jim Stockley	Non-Executive Director (Chair)
	Tony Allen	Non-Executive Director (Finance)
	Nick Campbell-White	Executive Director (CAB)
	Mark Sharman	Executive Director (Help & Care)
In attendance:	Nicola Strudley	Locality Manager
	Heather Wyper	Minute taker
Guests:	Sam Burrows	Director of Strategy (& ICS ¹ Programme Director) Berkshire West CCG
	Lyndon Mead	ICS Programme Manager, Berks West CCG
Apologies:	Nick Durman	Development Officer

		Action by
1.	<u>Apologies, welcome and introductions</u> - as above	
2.	<u>Minutes of last meeting held on 27 March 2018</u> - agreed & signed.	
3.	<u>Presentation & discussion: Berkshire West Integrated Care System (ICS)</u> ¹ Points noted: <ul style="list-style-type: none"> • Berkshire is high-performing area but feeling pressure • CCG is still the statutory decision-making body, not ICS - no statutory health legislation • ICS "completely committed to a locality focus" - just joined up to save overheads • BOB (Bucks, Oxon & Berks West) STP still exists • nationally-set "overnight" name-change from ASC to ICS, no actual difference • NHS contracts previously awarded on turnstile basis, now looking at actual costs of delivery • Alliances = groups of GPs encouraged to come together and set up as companies limited by shares. Not formal members of ICS (effectively splits out the provider side), although involved, attend meetings etc. • Local authorities are not formally part of the ICS although a representative of the Berkshire West 10 Integration Programme (ten partners i.e. the three local authorities, local CCGs, RBH Foundation Trust, BHFT, and SCAS) sits on ICS Board • seeking to include/involve voluntary sector but acknowledged challenges of fragmentation/multiple bodies on both sides 	

¹ Integrated Care System - new name for ACS (Accountable Care System)
<https://www.england.nhs.uk/integratedcare/integrated-care-systems/berkshire-west-ics/>

	JS thanked SB & LM and suggested an update in 12 months.	NS
4.	<u>Update on ICS² Healthwatch Officer post</u> - Following 12 applications and two interviews, one candidate had been offered post - response awaited. Postholder would start in September.	
5.	<u>Gateway report</u> - noted.	
6.	<u>Annual report</u> - no objections made to overall approach (condensed) and draft circulated. NS would make check it covered all statutory requirements, make final changes and pass to HW for proofreading and formating. NS confirmed everyone quoted and/or pictured had given permission. The infographic page would be used as a summary.	NS NS
7.	<u>Workplan for next six months</u> - NS & ND had met with Optalis Customer Service Manager who had provided a full response to extra care report recommendations. Potential for follow-on project addressing residents' intellectual needs but Board agreed this and other new projects (including mystery shop to check if carers GP toolkit was in use) should wait until Autumn 2018 once Healthwatch contract outcome known.	
8.	<u>GDPR compliance</u> - Board approved draft privacy policy. NS confirmed that the HW Wokingham apps, website and CRM were GDPR compliant. Mailing list contacts would be sent the new privacy policy in an e-bulletin, making them aware of what data was held, how used, and how to opt out. Opt-in not required. Board noted that H&C had confirmed a 'named person' to oversee data protection (not necessarily Data Protection Officer although still under discussion). This would cover both the main charity and its IHWs.	
9.	<u>Healthwatch Wokingham recommissioning</u> Wokingham Borough Healthwatch contract had been advertised, with tender submission date of 12 June. (WBC was <u>not</u> commissioning Healthwatch and advocacy together.) The new contract was for 3 years from 1 October. Draft tender outline from Emma Leatherbarrow (EL) had been circulated to the Board. TA raised some issues/queries about the contract terms (e.g. 7-day service), but MS reassured colleagues that these were likely to be due to WBC's use of standard contract wording. NS confirmed the deadline for questions had passed. NS to find out whether any other organisations have asked about TUPE. The Board discussed the proposed budget and overall tender amount. MS, EL and Nihar (H&C Finance Dept) would meet on 4 June to finalise financial details. NS would work on finalising the draft. The Board would meet before the tender deadline (proposed date 6 June). NS, JS, and NCW would meet in person and the others, including EL, would dial in.	
10.	<u>Finance</u> - MS to chase latest management accounts - not yet received.	MS
11.	<u>Any other business</u>	
	a) HW Officer - ND off sick. Board discussed cover issues.	
	b) Volunteer transport - RK had met with RBH CEO to explore potential for voluntary sector transport scheme(s) to take on contracted 'home from hospital' role. RK to meet with LINK and Give & Take (Twyford). RK noted that HW Wokingham's position was that any initiative should be driven by RBH, and the distinction between RK's	

² Integrated Care System - new name for ACS (Accountable Care System)

	Healthwatch role and individual position should be made clear.	
	c) <u>Accessible Information Standard mystery shop</u> - Report had been given to providers who had requested a poster for reception staff which Deaf Positives had drafted.	
	d) <u>Community Research Projects</u> - Sunday Kitchen report due shortly.	
10.	<u>Dates of future meetings</u>	
	Tue 31 July 2018 Tue 25 Sep 2018 Tue 30 Oct 2018	

Agreed & signed:Chairman

Date: