

NORTH WEST SURREY ASSOCIATION OF DISABLED PEOPLE

TRUSTEE BOARD MEETING

Minutes of the Trustees' Meeting held on Wednesday 29th April 2009

Present:	
Cliff Bush OBE (Chair)	Trustee
Anna Sartori (Vice Chair)	Trustee
Christine Batham	Trustee
Helen Aluko-Olokun	Trustee
Pauline Chapman	Trustee
In Attendance:	
Simon Putman	Honorary Treasurer
Helen Barton (Minutes)	NWSADP Office Manger
Clive Wood	NWSADP Director
Lynda Collins	NWSADP Advocacy Worker (Woking)
Apologies:	
Carol Pearson	Trustee
Christine Schauerman	Trustee

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1.	Welcome & Apologies	Cliff welcomed everyone and gave apologies for absence.	
2.	Minutes of meetings held 27 February 09 Post Minute Note.	Agreed and signed as an accurate record. Proposed: Helen 2 nd Anna Cliff thanked the Trustees who attended the Away Day and will inform everyone of the next date.	

3.	Chairman's Verbal Report	<p>Swine Flu Cliff advised the meeting that NHS Surrey (formally Surrey PCT) would be issuing briefings to their staff and other organisations regarding Swine Flu. Information leaflets will be made available to the public and it was important for WIDE to have copies. Cliff would ensure staff within the organisation were kept informed of situation via NHS Surrey. Pauline asked if there would be advice for Carers? Cliff said he was unsure.</p> <p>Staff Attendance Cliff welcomed Lynda Collins – Advocacy Worker for Woking to the meeting. He went on to explain that Clive had reminded him that it had been the case in the past that a staff member would attend the Trustee Board meetings to answer questions regarding their project report. This policy seemed to have not been in place for a couple of years. Cliff went on to say that it was helpful to have a staff member attend the meetings, not only to allow Trustees to ask questions regarding the staff member's particular project but also to give even more transparency to the Board meetings.</p> <p>Foot Care Project A letter has been sent by Cliff to Humphrey Malins MP for Woking to make him aware of the withdrawal of funding by NHS Surrey for the Woking</p>	Action CB
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	<p>Foot Care service. Mr Malins has written to give his full support. Clive will give further details regarding the NWSADP campaign to secure funding for the Foot Care service.</p> <p>Surrey LINKs Cliff made the Trustees aware that the Surrey LINKs AGM would be held on Wednesday 6th May 1.30 to 4.30pm and he would be standing again for the Chairman's position. NWSADP would have a stand at the event. He went on to say that Surrey LINKs would be monitoring Foundation status hospitals including Royal Surrey. Ashford and St Peters was applying for Foundation status.</p> <p>Cliff went on to mention a monitoring visit he had carried out at a care home in his Surrey LINKs role, He was concerned to discover that all residents were being issued with one size fits all incontinence pads, which he said was totally unacceptable in regard to the dignity of the residence. Karen Thornbourne accompanied Cliff on this visit.</p> <p>Pauline mentioned that the dignity of patients in the Royal Surrey hospital was also not being considered as patient theatre gowns were also 'one size fits all' and were not suitable for larger people. Cliff said he would bring this to the attention of NHS Surrey</p>	<p>Action CB</p>
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		<p>managers when himself and Mary Dunn attend the meeting on 12th May 09.</p> <p>NWSADP Advisors</p> <p>On the issue of Advisors to the Board of Trustees, Cliff felt that there seemed to be a slight confusion in regard to who had an Advisors role. He suggested that to ensure representation included the Boroughs in which we worked in, NHS Surrey and Surrey County Council. He proposed the following people to be approached;</p> <p>Ray Morgan – Woking BC Suzanne Harrison – Runnymede BC Brian Harris – Spelthorne BC Norah Lewis – ACC Service Manager - Surrey County Council</p> <p>Mike Gordon had moved on from Woking Borough Council and therefore another person would have to represent the Borough. We would also need to approach Surrey Heath BC and NHS Surrey.</p> <p>A discussion was had regarding a meeting that Pauline attended at Cedar Court (NHS Surrey Head Office) on the Health Care Commission’s report for Surrey It was agreed by everyone that Cedar Court was not fully accessible and that front line staff at the offices had poor disability awareness. Cliff would feed this back to senior manager within the Trust.</p>	<p>Action CB/CW</p> <p>Action CB</p>
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<p>4.</p>	<p>Director's Report</p>	<p>Clive presented his report to the Trustees, which had previously been distributed prior to the meeting. He highlighted some key points including the Foot Care campaign. Clive informed the meeting that the response from users of the service, their relatives and friends, following the article regarding the withdrawal of funding by NHS Surrey had been overwhelming. There had been excellent coverage in the local press and messages of support from Borough and County Councilors from Woking.</p> <p>Cliff suggested that a demonstration could be arranged for the NHS Surrey Board meeting on June 3rd. Clive would arrange this. Cliff encouraged Trustees to attend this event. Pauline mentioned that the venue for this meeting (Holiday Inn Guildford) was difficult to get to as there were a number of speed humps at the hotel's approach. Cliff said that he appreciated that this could cause difficulties but he felt that there were ways around this.</p>	<p>Action CW All</p>
<p>5.</p>	<p>Advocacy Worker Reports</p>	<p>The Advocacy Worker project reports had been distributed with the papers for the Trustee Board meeting. Lynda said that she would be happy to answer any questions the Trustees may have. Reports – All agreed. Lynda will continue to put case studies into the report as it gives everyone an insight to what they do. Pauline agreed</p>	

		<p>and said it was good to also see what meetings they are attending. Surrey Heath Advocate has settled in well and is still in training. Attending Surrey Heath twice a week. Jen is looking to build up a network in the area. Jen does not have social care experience but has done lot so of volunteering in other areas. Training at LASR in London. Working alongside Norida on Wednesday's. Also attending meetings at Pearless House in Camberley. NVQ for advocates has been introduced Lynda is looking into the training. 5 Modules – 4 modules to achieve to gain qualification. Budget to be set up for this at a later date if this goes through organization or they can apply personally.</p>	<p>Action LC</p>
<p>6.</p>	<p>WIDE Information Service Report</p>	<p>The WIDE project report was tabled at the Board meeting. Clive apologized to the Trustees that this report had not been distributed with other papers prior to this meeting. This was due to the Norida having sick leave, including a period of time in hospital. Clive went on to say that Norida had returned to work now. Cliff asked Clive to pass on the best wishes of all the Trustees. Susan will take the post as Norida's support worker on the 11th May.</p> <p>Norida and Aldona attended "The Art of Presentation training course at Surrey Coalition. Pauline said that she would</p>	<p>Action CW</p>

		<p>be interested in attending this and to send her the details.</p>	
<p>7.</p>	<p>Foot Care Report</p>	<p>The Foot Care report had been prepared by Katy Hangacs- Foot Care Worker and distributed with the Board meeting papers prior to the meeting. Cliff noted that the service was still in great demand.</p>	
<p>8.</p>	<p>Foot Care</p>	<p>Clive tabled a proposal paper in regard to the possible future funding for the home visiting foot care service. The Trustees had indicated at the recent Away Day that NWSADP should continue to operate the foot care service. The paper was giving a possible self funding solution to continuing the scheme. Key recommendations were;</p> <p>1 Increase the client fee: If the organisation wishes to continue the home foot care service it will be necessary to increase the current client fee of £6.00 to a sustainable level that will ensure full cost recovery. The recommended increase is £12.00 per treatment, with the option for each client to pay a higher fee on a voluntary basis. A number of clients choose to pay an additional fee currently.</p> <p>2 Full cost recovery on foot care kits: A major overhead for the service has been the subsidy of the foot care kits to the client. This is no longer a viable</p>	

proposition and the full cost for the kit of £18.50 will need to be recouped from new clients.

3 Bursary scheme:

Although the recommended increase in fees are still substantially lower than other home foot care services, it is still possible that there will be a number of current or potential service users who may find the proposed fee a financial barrier to accessing the service. It is therefore recommended that funding is sought from various charitable trusts to establish a bursary scheme to give financial assistance to those who would have difficulty paying for the foot care service. We have been advised by WAVS Funding Advisor that funders look favourably on such schemes. It will be necessary to develop a simple eligibility process for entitlement to a bursary payment. Initially, it may be necessary to use some NWSADP reserves to establish a bursary until other funding is secured.

4 Extending the geographical boundary:

The NHS Surrey Partnership Funding has restricted the geographic limitations of the foot care service to the Woking area. With the Partnership Funding ceasing on July 31st 2009, this would be an opportunity to extend the geographic boundaries to offer the service to clients in neighbouring boroughs such as:

	<p>Runnymede, Surrey Heath, Waverley, Spelthorne and Elmbridge. Currently our Foot Care Worker plans appointments to ensure she dose not have to travel from one are to another, in the same day. This method could be used to extend the service. It is recommended that extending the scheme should be staggered over 6 to 12 months to allow the opportunity of evaluating resources. It could be that the demand for the service may allow the recruitment of a further Foot Care Worker on a part or full time basis, at a future date</p> <p>Cliff thanked Clive for his recommendation paper and a discussion was had on the feasibility of the proposal. The Trustees felt that this was a realistic approach and should be an option to take forward if other funding from a third party could not be secured. Proposed Christine B 2nd Helen</p> <p>Cliff went on to say that he and Clive would like the agreement of the Trustees to seek other funding streams. The Trustees gave their unanimous approval.</p> <p>Clive concluded by informing the Trustees that Surrey County Council Adult Service (Woking) had agreed to give £8,000 to help fund the foot care service for the remainder of 2009/10.</p>	<p>Action CB/CW</p>
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		<p>Christine Batham welcomed this news.</p> <p>5. Website Clive said that the website would be up and running by the end of May and looking to cost about £2000. Website will reduce production costs of the newsletter. A letter will be sent out to all members to explaining this. Pauline suggested maybe twice a year a hard copy of the newsletter goes out. Anna – asked if we can send out reminders about newsletter when sending out an invite to AGM. If members require another format can they apply for this online?</p> <p>Clive met with Simon to discuss budgets for 2009/10 and to come up with a budget plan but Simon indicated this would be difficult as we do know what is happening with the funding. Simon said that we had a healthy reserve this was in response to a question by Cliff.</p> <p>Cliff asked if we could move £40,000 to a reserve account. Clive said that we can put this in a Bond account for a year which is a high interest rate, but you wouldn't be able to touch it. Clive speaking with Caf Bank regarding deposit accounts.</p> <p>Cliff worried about showing current balance to Surrey PCT and as they will restrict the funds.</p>	
9.	Treasure's Report		

		<p>Budgets are not looking good if Footcare ceases. Consultancy fees will reduce for 09/10. DI office in Surrey Heath too expensive – looking at other options. Reduced costs of printing through Colourflow acquired by Helen B. Clive suggested that the cost codes need to be defined because some areas need to be drilled down more.</p> <p>Clive has put in a compliant about the delayed payment of £33,000 from Surrey PCT. Post Meeting Note: NHS Surrey have now agreed to pay the outstanding invoices for Surrey Heath projects.</p>	
10.	A.O.B.	<p>Expenses to be submitted on a monthly basis unless an exceptional high amount of money has been paid out. Helen will arrange payment towards the end of each month. All expenses will be paid by BACS – All Trustees to send bank details to Helen Barton ASAP.</p> <p>Date of next meeting: Wednesday 22nd July 2009. 10.30am to 1.00pm Council Chamber Woking Civic Offices.</p>	<p>Action: ALL</p> <p>Action: HB</p>