

Subject/Title:	Healthwatch Derbyshire (HWD) Executive Board Meeting
Held On:	Monday 12 th October, 2015
Time:	1.00pm - 4.00pm
Venue:	Nailers, Belper Town Football Club
Chair:	John Simmons
Minutes prepared by:	Tammi Wright
Distribution: HWD Board Members, HWD Team, HWD Website	

NAME	DEPT / ORGANISATION	ATTENDED	APOLOGIES
John Simmons (JS)	Chair	✓	
Madeleine Fullerton (MF)	Vice Chair Executive Board Member	✓	
David Armin (DA)	Executive Board Member	✓	
Emma Hyde (EM)	Executive Board Member	✓	
Sonia Rafferty (SR)	Executive Board Member (Treasurer)	✓	
David Roulston (DR)	Executive Board Member	✓	
Carolyn Shearer (CS)	Executive Board Member	✓	
David Weinrabe (DR)	Executive Board Member		✓
Karen Ritchie (KR)	HWD Chief Executive	✓	
Tammi Wright (TW)	HWD Office Manager	✓	

No	ITEMS	ACTION BY WHEN / WHO
1.	<p>Apologies Received from David Weinrabe.</p>	
2.	<p>Conflicts of Interest None reported.</p>	
3.	<p>Minutes and Matters Arising Points of accuracy from previous Minutes (10th August, 2015): Item 4: Co-Commissioning Meetings: CS attends meeting with North CCG (not Southern CCG as minuted). MF attends meeting with Southern CCG (not North CCG as minuted).</p> <p>With the above exceptions, the Minutes were accepted as a true and accurate account of the meeting that took place on 10th August, 2015.</p> <p>Matters arising: 7. Establishing a Media Presence point 4.9 is deferred to the December meeting to be held on 14th December, 2015.</p> <p>10. Lift Malfunction: TW provided an update and KR advised that, as far as the Healthwatch organisation is concerned, we have more than upheld our responsibility and any further correspondence on this matter, will be the full responsibility of the Landlord to manage.</p> <p>JS expressed his thanks to Board Members for participating in the Board Development session (held prior to this Board meeting). JS wished to further thank Joe Pidgeon (Chair Healthwatch Nottinghamshire) for his part in facilitating this event.</p> <p>JS expressed his thanks to Board and staff team for all their help and support in delivering, what is deemed to have been, a successful AGM event.</p>	
4.	<p>Appointment of Officers - Chair, Vice Chair & Treasurer Chair: JS stood down from position as Chair at the AGM. KR temporarily took over the meeting at this point and asked for nominations for the Chair. JS put forward his nomination for Chair which was seconded by CS and was unanimously agreed by the Board members in attendance at this meeting.</p> <p>Vice Chair: MF stood down from her position as Vice Chair. MF put forward her nomination for Vice Chair which was seconded by EH and unanimously agreed by the Board members in attendance at this meeting.</p> <p>Treasurer: SR stood down from the post of Treasurer. SR put forward her nomination for Treasurer which was seconded by MF and unanimously agreed by the Board members in attendance as this meeting.</p>	

5. Meetings Attended and Feedback

Health & Wellbeing Board (HWB)

JS advised that the Healthwatch CAMHS report introduced to the HWB was well received and resulted in actions being identified. These actions will be followed up at future meetings.

The CAMHS report has fed into and is acknowledged in the Future in Mind Transformation Plan. This plan has gone through the Children's Trust Board but is yet to go to the HWB.

CS requested future dates for the HWB meetings.

Healthwatch England (HWE)

JS reported on a positive meeting held with Kuldip Kang from HW England and KR.

Joy Hollister, Strategic Director of Adult Care, Derbyshire County Council

JS reported on an informal meeting held with the newly appointed Strategic Director of Adult Care, Joy Hollister.

Co-Commissioning Meetings

DA has attended an Erewash Co-Commissioning Meeting and suggested that he meets with attendees of other meetings (JS, CS & MF) to discuss the role and what is expected of Healthwatch.

CS proposed that relevant attendees of these meetings contact either KR or Helen Hart (HH) prior to these meetings, with copies of the agenda, in order to establish if there is any Healthwatch information to feed into the meeting.

6. Policies & Procedures

KR advised that the policies are all looked at by the Governance Sub Group and that these four were due for general review:-

-Business Continuity Plan

-Recruitment of Ex-Offenders. KR advised that the following had been added to this policy: *All decisions about the suitability of a candidate with a conviction will be made by the Chief Executive in consultation with the Vice Chair.*

-Redundancy Policy. KR advised that this had been checked with Peninsula.

-Secure Handling of Disclosure Information. KR advised that this policy had been taken from another source. Therefore a check had been made with the source to establish whether or not there were any changes to the policy - it was reported that no changes had been made.

The review of all four policies was agreed by the Board, and the amended policies were adopted.

TW advised that the Health & Safety Policy had been referred to Peninsula and was awaiting a response. This policy was therefore deferred to the December Board Meeting.

KR to version all policies accordingly.

KR

KR

SR

7. Financial Report

-SR reported that this report had already been seen by the Finance Sub Group.

-Report shows a currently surplus of © £12k.

-The budget for volunteers has not been fully used yet.

-There is a salary surplus due to a National Insurance rebate.

-The potential to carry money over to cover an Exit Strategy is to be discussed at the next Contract Meeting with DCC.

It was proposed that Trustees have an additional meeting to look at the financial strategy of the organisation. This would be before the budget was set in the New Year.

8. Media Strategy

KR reported that this is deferred until December as a further Task Group meeting is needed to identify proposals to put to the Board. This will go to the Governance Sub Group prior to the Board.

JS reported that the Media Training delivered by a Dan Baker went really well with the staff concerned.

9. Communication Action Plan (CAP)/Risk

The Website was launched on the morning of Friday 9th October.

Although not completely finished it is up and running and available to be viewed.

Lee Mellor (LM) was congratulated on the good work he has done in developing the site which he has mainly done himself (in-house) with the support of the web designer, Jason King, externally.

KR reported that Carolyn Green (Derbyshire Healthcare) has already agreed to have a widget on their site, this was agreed at the AGM.

A new Speak Out Newsletter will be compiled after the new priorities have been identified by the IIA Sub Group in December.

This version of the Speak Out Newsletter will also be produced in Easy Read format.

The Children & Young People engagement is ongoing with Jane Birch (Engagement Officer) providing training to colleagues on the use of her age-appropriate engagement tools.

Information & Signposting - this is a section on the website, which will be continually updated and developed to provide a good resource for people in Derbyshire.

The CAMHS press release was picked up by Capital FM, The Derby Telegraph and Belper News.

JS reported that we are still awaiting a response to the Healthwatch Autism Report.

CS reported advised that she has been invited to become a Trustee on an Amber Valley Adult Autism Group.

DA asked if LM has the capacity to meet his deadline on the CAP.

KR reported that some ideas has been put forward by the staff team for engagement activity in December and stated that we need to consider cost-effective ideas that provide high profile opportunities.

KR advised that the recruitment of young people volunteers is contained in the Improvement Plan and is to be looked at in January.

EH suggested that we put the opportunity for volunteers to the Careers Centre at Derby University as there will be many relevant students looking for voluntary placements.

10. Sub-Group Update & Reports

Finance & Audit

A paper was tabled by SR.

In preparation for ISO 9002 SR felt it important for KR to attend the Understanding Standards training course.

JS advised that Jas Dosanjh (Engagement Officer) had formally handed in her notice and therefore recruitment on her replacement can now commence.

It was noted that staff salaries increases have stayed ahead of inflation increases applied by the Local Authority.

SR advised on a potential tender for Healthwatch Derbyshire.

Risk Register

Item 1.1: Agreed to be changed to amber status.

Item 1.2: Agreed to be changed to amber status.

Item 1.3: Remain as High Risk

SR advised that steps have been taken to look at the redundancy calculation for an exit strategy should it be needed.

SR felt that the risks are well and prudently managed.

Governance

A paper was tabled by JS.

JS formally thanked Pam Gill for her contribution to the HW Board over the past 2 years. JS advised that he had also written to Pam to thank her.

JS highlighted that the IIA Sub Group, chaired by DA, are to look at how best we managed the large volume of comments collated and stored on our database.

DA

The Exit Strategy will be discussed at the Contract Meeting which is being held on 20th August.

KR is to link with DR to on taking the Media Strategy forward.

Training has been arranged for 5th November for all Healthwatch staff in respect of the EMAS Whistleblowing Guardian Service.

In addition to Agenda Item 5 (above), it was proposed that attendees of Co-Commissioning meetings meet early January 2016, once each attendee have had the chance to attend a couple of relevant meetings.

IIA

HWD need to establish a practical way of utilising lay involvement in decision making for consideration by IIA.

Thus, KR and HH have investigated how other HW manage and prioritise their work accordingly using lay representatives.

DA has a meeting on 26th November with HH to discuss further.

DA reported that this Sub Group currently does not have a Vice Chair and invited Board members to express an interest in this role.

11. **Manager's Report**

KR reiterated that the advert for JD's post is being published this week, with a closing date of 4th November.

Shortlisting is to take place on 9th November (10.00am - 12 noon). CS offered to be involved in this process.

Interviews will take place on 18th November. CS offered to be part of the interview panel.

A leaving date for Jas is to be determined and staff and Board to be advised accordingly.

Service Redesign: The final version of the leaflet is still being worked on. Once finalised, it will be widely distributed up to the end of March to raise awareness of the forthcoming changes to health and social care services. KR is additionally getting HW Derby involved in this too.

The EMAS Whistleblowing Guardian Service will be going live at the end of November. KR has asked permission to write to other providers to promote that HW is taking on this role.

12. **Risks**

Communication Risks are now to be addressed by the Governance Sub Group.

TW advised that she has a couple of Health & Safety matters outstanding

JS & KR

KR - DA

DA/HH

TW

TW

which are to be addressed as soon as possible.

13. Any Other Business

There was a general consensus that some Board meetings should be held at external venues. JS to discuss with KR but advised that, for the time being, formal Board meetings are held at the Healthwatch office.

It was generally felt that it would be advantageous for there to be periodic, ad-hoc informal gatherings of Trustees only. It was suggested that such meetings take place after Board meetings.

DA offered his appreciation to KR and the team for producing a very good and informative Annual Report.

JS reiterated his thanks to Board meetings for attending the morning's Development Session.

14. Confidential Items

None to discuss.

15. Date of Next Meeting

Monday 14th December, 2015 1.00pm - 4.00pm

Venue: Healthwatch Derbyshire office unless otherwise advised.

Minutes checked and signed by HWD Executive Board Chair



John Simmons

20/10/2015

JS - KR