

Subject/Title:	Healthwatch Derbyshire (HWD) Executive Board Meeting
Held On:	Monday 14 th December, 2015
Time:	2.00pm - 4.00pm
Venue:	Healthwatch Derbyshire Office, Milford.
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
1.	<p>Apologies Received from David Armin and Emma Hyde.</p>	
2.	<p>Conflicts of Interest None reported.</p>	
3.	<p>Minutes and Matters Arising</p> <ul style="list-style-type: none"> -Dates of Health and Wellbeing Board (HWBB) meetings to be circulated to all Board members along with relevant papers. Next meeting is 7th January, 2016. -CS offered her thanks to Helen Hart (HH) for providing information prior to the Co-Commissioning meetings. -KR will have the proposed budget ready for the next Finance and Audit/Governance Sub-Group meeting to be held on Monday 25 January 2016 at 10.00am. Date of the meeting to be circulated to other Board members who are invited to attend. -The media support consultancy specification is going out to companies for consideration and, as such, the Media Strategy has been delayed for discussion to the February Board meeting. -CS reported that she is not going to become a Trustee on the Amber Valley Autism Group. -The Exit Strategy was discussed at a meeting with the Commissioners on 20th October (not 20th August as minuted). Any costs incurred as a result of the contract ending would need to be built into the financial plan for the relevant year. -Attendees of Co-Commissioning meetings to meet early February (not January as minuted). 	<p>KR</p>
4.	<p>Meetings Attended and Feedback</p> <ul style="list-style-type: none"> -KR and JS attended the Health and Wellbeing Board (HWBB) on 19th November, 2015 and update was given on the current work of Healthwatch. -JS attended a meeting as part of a research project at the request of the University of Durham & Warwick Business School regarding the workings of the HWBB's rationale. -The last Healthwatch Regional Meeting was attended by HH. The next meeting on 15/12/2015 is to be attended by both JS and KR. 	
5.	<p>Policies & Procedures</p> <ul style="list-style-type: none"> -KR advised that the Recruitment Policy and the Health & Safety Policy, 	

both tabled, had been to the Governance/Finance & Audit Sub-Groups and been recommended for Board approval.

-The Enter & View and Engagement Strategies had both gone to the IIA Sub-Group and been recommended for Board approval.

-Enter & View Strategy: Page 4, second paragraph. DW requested wording to be amended for clarity. “...*there could be a place for Enter and View to engage with residents who have dementia and their carers who live in care homes.*” Sentence implies carers living in care homes.

KR

-DW recommended that the phraseology in such documents be standardised for consistency purposes, especially where the document is referring to the Healthwatch ‘client base.’

KR

-MF discussed that where abbreviations are used that the full wording is used, followed by the relevant abbreviation in brackets rather than putting a Glossary at the end of each and every document.

-The Recruitment Policy was agreed and adopted by the Board.

-The review of the Health & Safety Policy was agreed by the Board.

-The review of the Enter & View Strategy was agreed by the Board on the proviso that the above amendments are addressed.

-The review of the Engagement Strategy was agreed by the Board.

6. Financial Report
Nothing to report.

7. Sub-Group Update & Reports

Finance & Audit

Combined minutes from Finance & Audit and Governance Sub Groups tabled.

-SR advised that discussion of any virements is deferred to the next meeting to allow best options to be considered.

-Replacement Engagement Officer, Hannah Morton, starts with HWD on Monday 4 January, 2016.

Governance

-HWD officially took up the role to provide The East Midlands Ambulance Service (EMAS) Guardian Service at the end of November.

IIA

-The matter of producing and publishing minutes taken from the IIA Sub-Group meetings was discussed.

It was proposed to the Board that rather than publishing full minutes, it would be more meaningful for HH to present a report based on the actions

taken to address issues raised. It would be this that is then published in the public domain.

This was agreed by the Board.

-As minuted from the last IIA Sub-Group meeting, the matter of recruiting 3 Lay Representatives on an annual rolling basis was discussed.

KR to also discuss lay representation with other HW organisations at the Regional Meeting on 15/12/2015.

-KR advised that public consultation around proposed priorities for HWD engagement would take place twice a year. Once through the Annual Evaluation Survey and once at the Annual General Meeting (AGM).

-DR carried out the Dental Ring Rounds on Thursday 3 December, 2015. HH has put together a findings report which is currently with DR.

-DW confirmed he will take on the role of Vice Chair of the IIA Sub-Group.

8. **Manager's Report**

-KR and DW have put together a 'Positives Report' to share what makes a good patient experience with county providers. The report has been seen by Healthwatch England (HWE) who suggested re-grouping the comments to be in-line with their national consumer principles.

The report will be ready for circulation by the end of January 2016.

-The next 'Speak Out' Newsletter will be ready for distribution early in the New Year. The Annual Evaluation will be included in the newsletter and will remain 'live' for a period of 3 months.

-KR advised that a full induction programme has been arranged for Hannah Morton when she starts with the organisation on 4th January, 2016.

9. **Risks**

Health and Safety

-TW advised that the outstanding Health & Safety matters mentioned at the last Board meeting had now been addressed.

Toolbox training had been carried out with most staff members with one more session taking place 21 December, 2015 with Jane Birch. This training has also been written into Hannah's induction programme.

TW reported that the organisation is up-to-date with Health & Safety matters.

-The following amendments to the Risk Register were discussed and agreed.

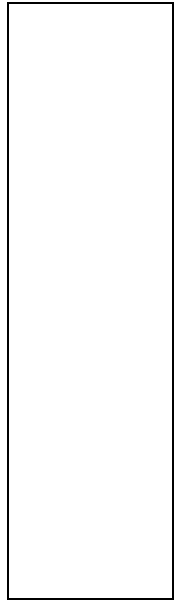
- Risk 4.6 Page 19 risk changed from high to medium.
- Risk 2.7 Page 5 risk changed from medium to low.

10. **Any Other Business**
None

11. **Confidential Items**
Minuted separately.

12. **Date of Next Meeting**
Monday 8th February, 2016 1.00pm - 4.00pm
Venue: Healthwatch Derbyshire office unless otherwise advised.

-SR and DR both gave their apologies in advance of this meeting.



Minutes checked and signed by HWD Executive Board Chair

John Simmons
18/12/2015