

	Minutes	Sheet N° 1 of 4
	Title: Healthwatch Derbyshire Executive Board Meeting	
Subject/Title:	Healthwatch Derbyshire (HWD) Executive Board Meeting	
Held On:	Monday 8 th August, 2016	
Time:	1.00pm - 4.00pm	
Venue:	Suite 14, Riverside Business Centre, Foundry Lane, Milford, Belper, Derbyshire DE56 0RD	
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	✓	
Helen Barker	Executive Board Member	✓	
Emma Hyde (EH)	Executive Board Member		✓
Sonia Rafferty (SR)	Executive Board Member (Treasurer)	✓	
Trevor Ride	Executive Board Member	✓	
David Roulston (DR)	Executive Board Member		✓
Carolyn Shearer (CS)	Executive Board Member	✓	
Karen Ritchie (KR)	HWD Chief Executive	✓	
Tanya Nolan (TN)	HWD Engagement Officer	✓	
Tammi Wright (TW)	HWD Office Manager	✓	

No	ITEMS	ACTION BY WHEN / WHO
	<p>There was a general discussion around the Evaluation Report produced following the Young Carers Celebration Event/AGM. The analysis of the evaluations was very positive, with the only slight criticism being the parking facilities at Derbyshire County Council.</p>	
1.	<p>Welcome & Appointment of new Directors JS welcomed both Helen Barker and Trevor Ride to the meeting as new appointments to the Board of Directors.</p>	
2.	<p>Apologies As above.</p>	
3.	<p>Declaration of Conflicts of Interest None.</p>	
4.	<p>Minutes/Matters Arising -The minutes of the Board meeting held on Monday 13th June, 2016, were agreed. -There were no matters arising. -JS asked TN to update on the summer market events held in July. TN advised that the Chesterfield event was the busiest in the north of the county. Bakewell and Matlock were not as good from a HW point of view as a large number of the public attendees were from out of county. -TN further advised that she felt that the Swadlincote and Ilkeston events were good for south team. -It was felt that HWD should maintain regular attendance at market stalls and TN felt it could be beneficial, in terms of awareness raising, to attend smaller more localised events held in Derbyshire villages. -For the purpose of the new Board members, KR advised that we do monitor engagement activity on a quarterly basis to ensure we achieve countywide engagement, although it has to be respected that our teams cannot be in all districts all of the time.</p>	
4.	<p>Meeting attended and feedback <u>21st Century Consultation Meetings:</u> -JS advised that he had acted as independent chair for the 21st Century Consultation meetings held by North Derbyshire CCG (NDCCG), of which there had been 8 so far.</p> <p>-JS advised that approx. attendance at these meeting was as follows:- Bolsover - 100 attendees (plus a further different 60 at a follow-up meeting). Whitworth - 150 attendees. Bakewell - 200 attendees. Buxton - 300 attendees. North Wingfield - 100 attendees. Clowne - 50 attendees (not chaired by JS).</p> <p>-JS advised that is was hoped these events would be repeated in September as follow-up meetings prior to the Consultation ending on 5th October.</p>	

-The events were filmed and NDCCG has made a commitment to thoroughly review the footage to ensure all the matters raised by attendees at the meetings are considered as part of the Consultation.

-The CCG has further committed that no services will cease until alternatives have been sourced and are in place.

-CS advised that JS was complimented on his charring of the meetings by a member of North Derbyshire Lay Reference Group.

Primary Care Co-Commissioning Meetings

-CS has offered to also sit on the Erewash CCG meeting, if need be, to replace David Armin who has resigned for the HW Board of Directors.

-JS attends the Hardwick CCG meeting.

-SR now attends the South Derbyshire CCG meeting as she has taken over from MF.

-KR to send details to CS regarding the Erewash meeting times/locations etc.

KR

6. Policies & Procedures

-The Volunteer Policy and Constitution had both been to the Governance Sub-Group and the amendments were recommended to be adopted by the Board. Both documents agreed an accepted by the Board.

KR advised that the Constitution has been amended in respect of the recruitment of new Board members.

-Quality Policy: This is a new policy and was agreed and accepted by the Board.

7. Confirm election of officers

-JS announced that at the AGM nominations were sought from Board members for the 3 formal posts - 1 x Chair, 1 x Vice Chair and 1 x Treasurer. The 3 nominees were (respectively) John Simmons, Madeleine Fullerton and Sonia Rafferty. These nominations were subsequently ratified, therefore no change in the post-holders.

8. Financial

-KR advised that there were no concerns to report and there was no overspend of the budget.

-KR advised that a spend of £3k had been agreed for the team to receive training around the Law of Consultation.

-JS advised that KR and SR do maintain close scrutiny of the budget, which is further monitored and reviewed regularly by the Finance and Audit Sub-Group.

9. No item number agended

10. Sub-Group Updates and Reports

Finance & Audit/Governance

-As a one-off this was a joint meeting with Governance and the minutes of both were subsequently combined and tabled.

-HB and TR both agreed to join the Governance Sub-Group.

-TR agreed to join the Finance & Audit Sub-Group.

Membership of Finance & Audit/Governance

Finance & Audit: SR (Chair), JS (Vice Chair), MF & TR.

JS proposed that SR continues in the role of Chair.

JS will continue in the role of Vice Chair until such a time as an alternative Board member expresses an interest in taking on the role.

Governance: JS (Chair), MF (Vice Chair), CS, HB & TR.

IIA: EH (Chair), (EH steps up to this role from Vice Chair following the resignation of David Armin), DR (Vice Chair), CS, HB & TR.

Changes to IIA Terms of Reference

Suggested amendments tabled and agreed to be adopted by the Board.

IIA

-Minutes tabled. KR advised that Helen Hart (HH) will be developing a new 'tracker document' for presentation at future IIA meetings. This will include everything raised as a concern to HWD for update at IIA meetings.

-For the purpose of the new Board members, KR advised that there are four IIA teams who analyse themes and trends, these are:- Hospital Trusts, Primary Care, Emergency/Urgent Care and Mental Health/Community Health/Social Care.

11. Manager's Report

-ISO 9001: HWD already meet a number of the required standards. Regular management review meetings take place. The Quality Manual has been submitted to ISO for comment. The system will include a complaints log to ensure all 'complaints' are logged internally, including general gripes, to establish if any action is needed, including adding to our Service Improvement Plan.

The substance misuse report, *Experiences of individuals living with substance misuse accessing health and social care services in Derbyshire*, is out for response. KR highlighted a *Substance Misuse - Health Needs Assessment 2015/2016* produced by Derbyshire County Council which supports a number of the recommendations contained in our report.

-The positives report, *What Makes for a Positive Health or Social Care Experience?* is also out for response.

-The GP on-line service report is being developed which looks at patient's awareness/use of GP on-line services, and barriers preventing patient usage of the system. It is hope the report will be finalised by the end of August.

-Sustainability Transformation Plan: After presenting a paper at the HWB around patient and public involvement, and receiving a commitment from the Board to communicate the 'case for change' throughout their own organisations, KR has spoken with Sean Thornton the STP lead for communications and engagement, and received reassurance that they do have a plan for this in the coming

months. Sean said the plan is to have a widespread conversation with members of the public to lay the foundation for changes that are going to take place in the next few years. He agrees that everyone needs to be committed to getting a 'consistent message' out to people in Derbyshire, and that by enlisting the support of partners on the HWB, then we can reach far more people and be more inventive in how we engage with people, i.e. not just a series of stakeholder meetings. We want to be reaching out to the ordinary people on the street, who don't normally engage in this type of conversation. KR will receive an update from Sean at the end of August, and the HWB will get an update on the 22nd September.

-JS offered his thanks on behalf of the Board to TN for her presentation and facilitation at the recent Young Carers Celebration Event.

12. Risks

Health & Safety: TW advised that everyone is to ensure that visitors (including Board members) sign in and out using the Visitors Book. This is a H&S element where we are currently non-compliant.

Risk & Opportunity Register: Page 10, 4.6 - agreed to amend risk to low, Page 26 7.2 & 7.3 agreed to amend risk to low. These changes had already been recommended by the Finance & Audit Sub-Group.

MF felt there could be an opportunity recorded against item 7.1 relating to the wide variety of roles now available at Healthwatch for volunteers, which should make the recruitment of volunteers easier.

JS requested that Board members explore further opportunities to add to the register and bring to the next meeting.

ALL

13. Any Other Business

Nothing to report.

14. Confidential Items

Nothing to discuss.

15. Date of Next Meeting

Monday 10th October, 1.00pm - 4.00pm.

Hannah Morton (staff representative).

**Minutes checked and signed by HWD Executive Board Chair
John Simmons**



15/08/2016