

	Minutes	Sheet N° 1 of 4
	Title: Healthwatch Derbyshire Executive Board Meeting	
Subject/Title:	Healthwatch Derbyshire (HWD) Executive Board Meeting	
Held On:	11 April 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	✓	
David Armin (DA)	Executive Board Member	✓	
Emma Hyde (EH)	Executive Board Member		✓
Sonia Rafferty (SR)	Executive Board Member (Treasurer)	✓	
David Roulston	Executive Board Member	✓	
Carolyn Shearer (CS)	Executive Board Member	✓	
Karen Ritchie (KR)	HWD Chief Executive	✓	
Tammi Wright (TW)	HWD Office Manager	✓	

No	ITEMS	ACTION BY WHEN / WHO
1.	Apologies	
	As above	
2.	Declaration of Conflicts of Interest	
	<p>-Update Conflict of Interest Register:</p> <ul style="list-style-type: none"> • DR advised that he is no longer working for Derbyshire Community Health Services (DCHS). • MF advised that she has a further 1 year contract with Derby City Council looking at transformation programmes. <p>-Conflict of Interest for DR consultancy work It was agreed by the Board that:</p> <ul style="list-style-type: none"> • The amount to be paid to DR will not exceed £6,000.00. • DR will be absent from any meeting, or part of meeting, that is discussing the contract/arrangement and he will have no voting rights. • There is no intention for this to become a regular arrangement with DR, at this current time it is considered a one-off arrangement that is in the interest of HWD. <p>- KR provided overview of the new updated Trustee Eligibility Declaration to be signed by all Board members.</p>	
3.	Minutes/Matters Arising	
	<p>There were no amendments to the minutes of the Board meeting of 8th February, 2016.</p> <p>Re item no 7: KR advised that following interviews a media consultancy firm has been appointed - Sarah Jenkin-Jones of JJ Public Relations Ltd.</p>	
4.	Meetings Attended and Feedback	
	<p>-SR advised that she had attended the Primary Care Co-Commissioning meeting with South Derbyshire Clinical Commissioning Group.</p> <p>-CS has not been able to attend the North Primary Care Co-Commissioning meeting due to being on holiday and gave apologies. If CS unable to attend future meetings, she will advise KR so an alternative representative can attend.</p> <p>-DA attended the Erewash Primary Care Co-Commissioning meeting in March at which a paper on the role of HW representative was approved.</p> <p>DA to circulate the role to Board members for information.</p> <p>-JS advised he had attended the first of two site visits to Derbyshire Health United. The second visit takes place on Tuesday 19th April, 2016 at which any interested Board members were invited to attend.</p>	DA

-JS advised that prior to this Board meeting, four members of the Board had reviewed the Strategic Plan and Risk Register, both of which are with KR to write up accordingly.

5. **Policies & Procedures**

KR advised that the Equality & Diversity Policy has been updated accordingly to include definitions.

The policy has previously been to the Governance Sub-Group and referred for Board recommendation.

Board agreed the policy.

6. **Service Evaluation Results**

KR provided an overview and highlighted that the main concern was the number of members of the public who reported that did not know much/anything about HWD, whereas, in the main the professionals responding gave a positive response in this respect.

Awareness of HWD has been included in the Service Improvement Plan and will also be addressed in the Media Strategy.

KR is going to provide a comparison to last year's results along with a summary of the main issues raised, and circulate to the Board.

KR advised that a 3-monthly version of this evaluation is being considered in order to assess and address any dissatisfaction more frequently with regard to public interaction with HWD.

DA suggested that an additional question be asked to next years evaluation - How well informed do you feel about HWD?

7. **New Service Improvement Plan (SIP) and Communication Action Plan (CAP)**

Both documents had been circulated to all Board members and staff prior to this meeting for comment, the Board had nothing further to add to the documents.

The Finance & Audit sub-group will continue to monitor and manage the CAP in terms of costing v budget allowances.

8. **Financial**

The 2015/16 end of year financial report was tabled.

The final budget or 2016/17 is to be discussed under Confidential Items on the agenda.

JS advised the Board that HWD has a new Contract Manager, Teresa Whetton, as Gemma Ryan has left Derbyshire County Council to work for Hardwick CCG. The next Contract Meeting is being held on Thursday 28th

April, 2016.

9. Sub-Group Update and Reports

Finance & Audit: Minutes of March meeting tabled by SR.

KR advised that the Perception Survey will not be going ahead due to costs.

KR advised that it was felt that the newly appointed PR company, JJ Public Relations Ltd, would be a good mentor for Lee.

JJ Public Relations are to look at producing a press release about the DCC contract.

JS congratulated KR on achieving her likely distinction for her Introducing Statistics course and she will be going on to study the next stage of the qualification.

Governance: Minutes of March meeting tabled by JS.

The subject of Board recruitment was discussed and whilst our checks with DCC indicated that HWD did not need to recruit new Board members through open methods, this requirement is clearly stated in the HWD Constitution. It was therefore agreed that recruitment will be achieved through the use of the HWD website and other electronic means, thereby avoiding excessive advertising costs.

The calibre of suitable applicants will dictate whether one or two new members are recruited.

JS & SR agreed to form the interview panel.

Insight, Intelligence and Action (IIA): Minutes tabled by DA.

One new lay representative, Richard Woodward, attended the last IIA meeting in February. A further Expression of Interest has been received to join the meeting as a lay rep.

DA confirmed that the themes picked for forthcoming engagement priority are exploring Experiences of health and social care services at a time of MH crisis and carers support and assessments.

10. Manager's Report

Presented by KR:-

-Advised the initial ISO 9001 visit had taken place and KR now working on writing the Business Management System report.

-The Learning Disabilities report has been extremely well received at all meetings it has been presented at, both in terms of quality and content.

-KR considering which reports, if any, we want to submit for the Healthwatch Network Awards 2015.

-This year's AGM is taking place on Friday 29th July at Derbyshire County Council in the Members Room. This is being combined with the Young Carers Celebration Event which is the finale to the Young Carer Summit Meetings that took place in 2015.

-Summer Roadshows are taking place at various markets around the county. A campervan is being hired and the locations and dates are as follows:-

Friday 22nd July Chesterfield Market

Saturday 23rd July Ilkeston Market

Sunday 24th July Matlock Leys Park

Monday 25th July Bakewell Market

Tuesday 26th July Swadlincote Market

-A new Annual Report template has been received, KR will produce an initial draft for circulation to the Board, with any comments required by a given date.

KR

11. Risks

-Health & Safety: Nothing to report.

-Risk Register and Strategic Plan are being updated to cover the next 2 years. The Risk Register has also been updated to include opportunities.

12. Any Other Business

-There were no reservations raised from the Board regarding staff members rotating attendance at Board meetings in order to assist with their understanding of the role of the Board its Trustees.

It was further suggested that it could be useful to do a more informal team building day with staff.

13. Confidential Items

Recorded separately.

14. Date of Next Meeting

Monday 13th June, 2016 1.00pm - 4.00pm

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



Date: 25 April 2016