

	<b>Minutes</b>	<b>Sheet N° 1 of 4</b>
	<b>Title: Healthwatch Derbyshire Executive Board Meeting</b>	
<b>Subject/Title:</b>	Healthwatch Derbyshire (HWD) Executive Board Meeting	
<b>Held On:</b>	Monday 13 February, 2017	
<b>Time:</b>	1.00pm - 4.00pm	
<b>Venue:</b>	Suite 14, Riverside Business Centre, Foundry Lane, Milford, Belper, Derbyshire DE56 0RD	
<b>Chair:</b>	John Simmons	
<b>Minutes prepared by:</b>	Tammi Wright	
<b>Distribution: HWD Board Members, HWD Team, HWD Website</b>		

NAME	DEPT / ORGANISATION	ATTENDED	APOLOGIES
John Simmons (JS)	Chair	✓	
Madeleine Fullerton (MF)	Vice Chair Executive Board Member	✓	
Helen Barker (HB)	Executive Board Member	✓	
Emma Hyde (EH)	Executive Board Member	✓	
Sonia Rafferty (SR)	Executive Board Member (Treasurer)	✓	
Trevor Ride (TR)	Executive Board Member		✓
David Roulston (DR)	Executive Board Member	✓	
Carolyn Shearer (CS)	Executive Board Member	✓	
Karen Ritchie (KR)	HWD Chief Executive	✓	
Tammi Wright (TW)	HWD Office Manager	✓	
Staff Representative:	Lee Mellor	✓	

No	ITEMS	ACTION
1.	<p>Welcome: JS introduced LM as the staff representative for this meeting.</p>	
2.	<p>Apologies: Trevor Ride (TR).</p>	
3.	<p>Declaration of Conflicts of Interest: None declared.</p>	
4.	<p>Minutes/Matters Arising: Accepted as a true account of the meeting which took place on Monday 12<sup>th</sup> December, 2016.</p> <p>-A separate meeting had taken place prior to this Board meeting with the three Board members who attend the Primary Care Co-Commissioning meetings (SR, JS and CS).</p> <p>JS advised that it was agreed that a letter be sent to the four commissioning groups asking them for their views of HWD's contribution at these meetings and inviting any suggestions as to how the HWD contribution could be improved.</p> <p>-EH was unable to provide an update on the two comments highlighted as there had not been an IIA meeting since the December Board meeting.</p>	JS
5.	<p>Meetings attended and feedback:</p> <p><u>Health &amp; Wellbeing Board</u>: JS and KR attended the January meeting and JS reported that it is felt that the contribution from HWD is now being valued.</p>	
6.	<p>Policies and Procedures:</p> <p>-JS advised that the Governance Sub Group have already been through the policies for review and they are recommended to the Board.</p> <p>-<u>Record Keeping &amp; Retention Policy</u>: Amendments to this policy have been made in-line with legislation. Agreed by Board.</p> <p>-<u>Information Sharing Policy and Procedures</u>: The proposed amendments were highlighted in red on the tabled version. In addition:</p> <p>-DR: Page 5 - Dealing with subject access requests, second bullet. Should read ... is not personally known ... (not know). Agreed by Board.</p> <p>-<u>Safeguarding Children &amp; Adults Policy</u>: Additional paragraph added on page 2. Agreed by Board.</p> <p>-<u>Statement of Financial Controls</u>: Two amendments made both highlighted in red on the tabled version. Agreed by Board.</p>	KR

7. Financial:

-KR tabled the budget and advised that the budget should come in on target at the end of the financial year.

On behalf of the Board, JS offered his appreciation to KR for keeping to budget.

8. Sub Group updates and reports:

-Finance and Audit: Minutes of last meeting tabled and overview given by SR.

DCC has written to HWD regarding an extension of the Healthwatch contract, *"In respect of your service, I can report that I have been advised that a paper recommending SMT approve an extension of 12 months to March 2019 is currently being planned. Unfortunately, we will be unable to make a decision about the second available extension until next year."*

-Governance: Minutes of last meeting tabled and overview given by JS.

JS discussed the format of HWD's responses to Quality Accounts as it was agreed at Governance that the general direction of HWD's statement is to reflect what the public have told us.

-IIA: The next meeting of IIA is on 3<sup>rd</sup> April 2017, so no minutes were tabled at this meeting. This rescheduling is due to a restructure of the meeting format.

The Board generally felt that the subgroup meetings were both beneficial and constructive.

9. Manager's Report (overview by KR).

-Derbyshire Advocacy Tender: Staffordshire were not successful in their bid for the non-statutory advocacy tender in Derbyshire. The tender was awarded to Derbyshire Mind, with Staffordshire in second place.

-Healthwatch England Perception Survey: This survey revealed little change to the survey of 2015, showing a national awareness of Healthwatch of 40%.

-Media Update: The Mental Health Crisis report was picked up and aired by Capital and Smooth radio.

KR's second column is soon to appear in the Derbyshire Times, and associated publications. (The first column was 28<sup>th</sup> January). The topic still relates to the STP but with a social care focus.

Our PR support, from Sarah, will continue for another year but on reduced hours.

LM advised that he has found Sarah to be extremely supportive in helping to build and improve relations with the media.

-Engagement Update:

The current work focus is on Accessibility Information Standards and will run until the end of April.

CAMHS/Autism will be the priority for May-July with a revisit to the HWD work conducted in 2015.

Older people's mental health, or dementia, is likely to be the focus for September-November.

Additionally, posters are being circulated around the county inviting experiences/comments of care homes.

-Foston Prison Focus Group: HWD received a positive response from NHS England to the report (currently confidential) compiled from the prison focus group conducted on Wednesday 11th January, 2017.

-ISO 9001: HWD were successful in obtaining ISO 9001 accreditation on 19<sup>th</sup> December, 2016. We will now be audited annually in order to retain this certification.

(LM left the meeting).

-STP Update: KR and LM are now considered the STP 'experts' at HWD.

The current STP message is that no immediate transformation is to take place due to current financial viability.

HWD want to ensure that the public voices are heard (and will not take a position on the content of the plan).

HWD therefore are to obtain a set of key messages from the STP communication and engagement team, to raise public awareness for the case for change in order to facilitate an informed public voice.

HWD are looking to recruit a cohort of volunteer community listeners. These volunteers would be trained on the STP in order to deliver the key messages and engage the general public of Derbyshire in conversation. This is initially proposed in five pilot areas. If this proves a successful format then potentially funding could be sought for a county roll-out.

Gary Thompson, Chief Officer, Southern Derbyshire Clinical Commissioning Group, is visiting HWD on Thursday 23rd February, to discuss the STP. Board members welcome to attend.

Feedback on the discussions will be made available to the Board members/staff who are unable to attend.

-21<sup>st</sup> Century: Two reports have now been published containing all the responses to the consultation. No decision will be made until the Spring.

**10. Risks**

-Risk Register amendments/new risks to consider. No new risk or

ALL

opportunity added to the register. Current version accepted by the Board.

-Health and Safety: The five year electrical checks are being carried out in the office on the morning of Friday 17<sup>th</sup> February. This will mean that there will be no electricity for a period of approximately 3 hours.

-The draft letter to the Landlord, in respect of the lift malfunction, was presented to the Board. This was agreed to be signed and sent.

11. Any Other Business:  
None.

12. Confidential Items:  
Minuted separately.

13. Date of Next Meeting:  
Monday 10<sup>th</sup> April, 1.00pm - 4.00pm.  
(Staff Representative: Sharon Mellors).

14. Minutes checked and signed by HWD Executive Board Chair  
John Simmons:



Date: 16 February 2017
