

	<b>Minutes</b>	Sheet N° 1 of 4
	Title: Healthwatch Derbyshire Executive Board Meeting	
<b>Subject/Title:</b>	Healthwatch Derbyshire (HWD) Executive Board Meeting	
<b>Held On:</b>	Monday 11 December, 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	✓	
Marie Hannah (MH)	Executive Board Member	✓	
Helen O'Connor (HO)	Executive Board Member	✓	
Emma Hyde (EH)	Executive Board Member	✓	
Sonia Rafferty (SR)	Executive Board Member (Treasurer)	✓	
Trevor Ride (TR)	Executive Board Member	✓	
Carolyn Shearer (CS)	Executive Board Member	✓	
Sandra Austen (SA)	Board Lay Advisor	✓	
Sue Wheatcroft (SW)	Board Lay Advisor	✓	
Karen Ritchie (KR)	HWD Chief Executive	✓	
Tammi Cooke (TC)	HWD Office Manager	✓	
Staff Representative (HHS)	Helen Henderson-Spoors - HWD Insight & Intelligence Manager	✓	

No	ITEMS	ACTION
1.	<p>Welcome: JS formally welcomed MH, HO as new Board members and SA and SW as lay advisors.</p>	
2.	<p>Apologies: None</p>	
3.	<p>Declaration of Conflicts of Interest: None</p>	
4.	<p>Minutes/Matters Arising: Action Log: Item 1: Conflicts of Interest register updated. Item 2: August minutes Item 5 updated. Item 3: Action Log now added to minutes template. Item 4: It has not been possible to arrange a people yet with Chris Clayton. Chris is the new Chief Officer covering all four clinical commissioning groups. Item 5: Amendments made to Social Networking policy. Item 6: Board will receive monthly MHT steering group minutes. Item 7: This item is deferred for considered by the Board in 2018. Item 8: Item reviewed and minuted by Governance &amp; Finance subgroup. Item 9: To be followed up by Niki Glazier.</p>	<p>KR</p> <p>NG/KR</p>
5.	<p>Meetings attended and feedback:</p> <p><u>-Health &amp; Wellbeing Board (HWB)</u> - attended by JS. Following a response to the HWD Maternity Services report, HWD received assurances that the recommendations contained in the report will be taken into account.</p> <p>Accordingly, HHS will review the Maternity Transformation Plan to see where it meets the recommendations and will follow up on any areas that remain unaddressed.</p> <p>JS reported that Ellen Langton, Senior Policy Officer, Derbyshire County Council (DCC) has left and therefore is no longer part of the HWB. Her replacement is awaited.</p> <p><u>-NDVA AGM</u> - attended by Sue Wheatcroft. At the meeting Sue met someone from NDCCG who was keen to promote information and signposting through GP Surgeries. Possibly looking at involving the PPGs in this.</p> <p><u>-HWD Contract</u> - JS reported that DCC remain content with HWD and the new contract manager, Louise Cope, is pleased with the quality and volume of information provided by HWD.</p> <p>- JS and KR met with <u>Maurice Neville</u>, who is an Amber Valley councillor with a keen interest in health issues, to discuss Accountable Care</p>	<p>HHS</p>

Organisations amongst other issues, which continue to build on previous attempt to integrate services. See <https://www.kingsfund.org.uk/publications/accountable-care-organisations-explained> for more information.

-Better Care Close to Home, Shadow Implementation Board - attended by TR on behalf of JS, on 22 October 2017.

TR clarified that HWD was a core member of the Board within its Constitution although the meeting was not quorate.

Points of discussion included:

- Temporary closure of beds as a result of staff losses following the decision to implement the STP. In relation to this HWD was invited to provide feedback on people's concerns regarding this.
- The proposed DCC *Beds with Care* model
- The lack of appropriate facilities for therapies (Physiotherapy/Occupational Therapy) within the model.
- Mixed views on the support/objection by local GPs and the LMC with regard to the overall plan.

HWD

9. At this point in the meeting, representatives from Royal Derby Teaching Hospitals NHS Foundation Trust arrived. A presentation was delivered by Paul Brooks, Assistant Director of Facilities; Sarah Todd, Patient Experience Manager and Kerry Than, Complaints & PALS Lead and Bereavement Service Manager.



Presentation to HealthWatch Dec 2017

This presentation will also be circulated to Board members in the weekly round up.

12. Health & Safety - TC advised the Board that all necessary PAT testing had been completed to ensure compliance.

JS informed the Board that it would be appreciated if a Board member would provide support to TC with the organisation's health and safety obligations, as ultimately the Board has overall responsibility for health and safety arrangements.

Meetings attended and feedback:  
The meeting resumed to agenda.

BOARD MEMBERS

5. TR advised that he had attended a further Public Voice meeting which is looking at the redesigning of abdominal surgery for the south east sector of Greater Manchester. This is part of the Greater Manchester restructuring of services. TR reported that the model of consultation used demonstrates an effective way of engaging with the public.

Powerpoint attached.



6. Policies and Procedures:

-Recruitment Policy: This policy had already gone to the Governance subgroup with the following suggested amendment:  
Section A) Introduction (second paragraph): Line amended to read, *In the first instance, it is our policy to look to fill any open positions by internal promotion, if appropriate.*

MH suggested that Section F includes the wording:  
-*Consideration will be given to make reasonable adjustments [for interviewees].*  
-*Feedback [following interview for unsuccessful applicants] will be given if requested.*  
Policy accepted by the Board with amendments.

-Health and Safety Policy  
Responsibility for Stress in the Workplace and Aggression & Violence in the Workplace changed from Office Manager to Chief Executive.

Policy accepted by the Board with amendments.

7. Mental Health Together for Derby & Derbyshire Update Steering Group Minutes and Update Report tabled.

Regarding ward visits, KR further informed the Board for background that the visits were carried over from NDVA (prior to the Mental Health Together (MHT) service being formed under HWD) and continued at the request of Derbyshire Healthcare (DHCFT). Visits are conducted, by LG Consultancy, every three weeks and are currently funded out of the MHT spoke fund.

HWD (MHT) are looking to take the service in-house as of April 2018, with recruitment for our own service receivers/carers to undertake the visits commencing in the New Year. Lynn will be asked if she would like to stay involved.

An outcome framework for the MHT service is being developed and will be tabled at the next Board meeting in February 2018, with data for the first 6 months of the service.

An issue was raised by SA regarding the Involvement Policy and KR responded by advising that this is out for consultation during December with responses invited before the Christmas break.

8. Subgroup Updates

-Joint Governance and Finance & Audit: Minutes of meeting on Monday 27 November, 2017 tabled:

Item 5: Spelling Hanah - should be Hannah.

<b>BOARD MEMBERS/ LAY REPS</b>

Item 7.1.3: SR is talking to our accountants with regards to the letter received re: VAT. SR will advise KR accordingly and discuss with F&A subgroup.

Item 7.1.4: It has been confirmed by DCC that the HWD contact has been extended until 2020.

Item 8.2: Positive news that DCC are refunding the Enter and View contract for a further year.

A big thank you was extended by the Board to David Weinrabe (HWD Enter & View Officer) for all his hard work and efforts put into developing HWD's robust Enter and View programme. (DW is resigning from this post at the end of March 2018).

Item 8.4: The Inland Revenue is preparing a response to the issue of whether service receivers who are paid to use their experience to support the design and delivery of services should be classed as employed and be subject to tax. KR has been told that this is a national issue and that the Inland Revenue are currently agreeing what their response to this issue will be. KR to check with Inland Revenue March 2018.

KR

**10. Manager's Report**  
Update tabled by KR

Engagement Forum: KR is the chair of the Engagement Forum which feeds into the STP Board. KR represents the forum at the STP Board which puts HWD in a better place to scrutinise and challenge the work of the STP.

Learning Disabilities Stop Sign: A poster campaign has been developed in partnership with the Good Health Group, chaired by Tanya Nolan, following a comment that was made in our Learning Disability Report. The campaign encourages clinicians to have conversations with LD patients in order to establish what their individual stop sign is if treatment is becoming painful/uncomfortable or if the patient needs a break etc.

Co-Production Training: Training is being delivered to a total of 17 key STP mental health professionals on Wednesday 3 January, 2018.

Derby/Burton Collaboration: A full business case presentation will be given to the Board at the next meeting on Monday 12 February, 2018.

Patient Stories: HWD engagement officers have recently presented two stories to statutory meetings:

-Dan Pidkorczemny (DP) presented a story on personality disorder to the DHCFT governors meetings which was extremely well received and generated a number of pledges. DP will follow up.

-Hannah Morton (HM) presented a CAMHS story to the Future in Mind meeting which was well received and created good discussion.

-The CAMHS report will be present to the Future in Mind Board in February 2018.

DP

11. **Communications Officer update**  
 -Enter & View Officer role: DP is filling DWs role when he finishes in March 2018 on a 21 hour/week basis. DP's role will go out to recruitment to backfill his 21 hours of engagement officer role.  
 -LM was not in attendance at the meeting but papers were tabled for Board reference.  
 -A big thank you was extended to HHS for the lengthy task in re-tagging 900+ comments on the new database. Once HHS has completed this task a 'buddy check' system will be developed by engagement officers to ensure continuity in comment tagging.  
 JS to discuss with KR how the Board can help with this task without impinging on day to day work of the team.
12. **Risk**  
 -Risk Register amendments/new risks to consider: Due to the meeting running over time, this item was deferred until the February 2018 meeting.
13. **Any Other Business:**  
 A copy of the Constitution was tabled. This essentially is the Articles of Associated presented as a simplified version. It was suggested that Item 5 be clarified to show that Board members can be recruited from Derby, Derbyshire and immediate surrounding localities as opposed to 'the population of Derbyshire'.
14. **Confidential Items:**  
 Minuted separately.
15. **Date of Next Meeting:**  
 Monday 12<sup>th</sup> February, 2018 1.00pm - 4.00pm.  
 (Staff Representative: Dan Pidkorczemny )

JS/KR
KR

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



**Date: 14/12/2017**

**ACTION LOG:**

Agenda Item	Detail	Action	Timescale
4	Arrange meeting with Chris Clayton	KR	
4	Follow up on SW's suggestion of training around decision making structures in	NG/KR	To be looked at when CCGs have

	Derbyshire.		reviewed Governance arrangements
5	Review Maternity Transformation Plan to ensure it meets all our maternity report recommendations.	HHS	
5	Temporary closure of beds as a result of staff losses following the decision to implement the STP. In relation to this HWD was invited to provide feedback on people's concerns regarding this.	HWD	
12	Board member to provide support with health and safety obligations.	BOARD MEMBERS	
7	Respond to Involvement Policy	BOARD MEMBERS/LAY REPS	
8	Check with Inland Revenue re payment to service users.	KR	
10	DP to follow up on Patient Story Pledges.	DP	
11	Board assist with comment tagging.	JS/KR	
13	Clarification of item in Constitution.	KR	