	Minutes	Sheet N° 1 of 4
	Title: Healthwatch Derbyshire Executive Board Meeting	
Subject/Title:	Healthwatch Derbyshire (HWD) Executive Board Meeting	
Held On:	Monday 12 February, 2018	
Time:	1.00pm - 4.00pm	
Venue:	Lion Hotel, Belper	
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 (HB)	Executive Board Member	✓	
Marie Hannah	Executive Board Member	✓	
Emma Hyde (EH)	Executive Board Member		✓
Helen O'Connor (HOC)	Executive Board Member	✓	
Sonia Rafferty (SR)	Executive Board Member (Treasurer)	✓	
Trevor Ride (TR)	Executive Board Member	✓	
Carolyn Shearer (CS)	Executive Board Member	✓	
Karen Ritchie (KR)	HWD Chief Executive	✓	
Tammi Wright (TW)	HWD Office Manager	✓	
Staff Representative: Dan Pidkorczemny	HWD Engagement Officer	✓	

(Please note, the item number on these minutes refers to the original agenda item number and therefore may not necessarily run in strict numerical order).

No	ITEMS	ACTION
1.	Welcome:	
2.	Apologies: As above	
3.	Declaration of Conflicts of Interest:	ALL - KR
	If any trustee feels they may have a regular conflict of interest then they are to inform KR who will add this to the register as per the Conflicts of Interest Policy.	
4.	Minutes/Matters Arising:	HHS
	Item 4: Typing error should read: It has not been possible to arrange a meeting yet with Chris Clayton.	
	Actions:	
	-Arrange meeting with Chris Clayton: KR has chased this but has not yet managed to make a firm arrangement.	
	-Follow up on SW's suggestion of training around decision making structures in Derbyshire: This is in progress.	
	-Review Maternity Transformation Plan to ensure it meets all our maternity report recommendations: All recommendations have now been addressed and responses received. To follow up in six months' time.	
	-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: Discussion around how the Better Care Close to Home programme will impact on other services, i.e. homecare, meals-on-wheels etc. JS concerned around a cost shift if there fails to be integration.	
	-Board members to provide support with health and safety obligations: This is not currently needed as the contract with Peninsula Business Services is not up for renewal until 2019. TR reiterated his offer to support with this when needed.	
	-Response to Involvement Policy: This has been agreed.	
	-Check with Inland Revenue re payment to service users: It has been qualified that service receivers are not paid for sharing their experiences. However, if they do undertake any actual work then this will be paid accordingly.	
	-DP to follow up on patient story pledges: DP to advise at a later date.	DP
	-Board to assist with comment tagging: All tagging is now complete.	
	-Clarification of Item 5 in Constitution regarding the recruitment of Board members. KR has amended the Constitution.	
5.	Meetings attended and feedback:	
	-TR followed up on the offer by Paul Brooks, Assistant Director of Facilities, Royal Derby Hospital to meet to discuss various issues.	
	-CS advised that she is unable to attend the next Primary Care Co-	

Commissioning meeting. However, the four existing co-commissioning meetings will be amalgamating into one, although the timing of this is yet unknown. CS contributed to an audit assessing how primary care co-commissioning meetings are working.

-JS continues to attend the Better Care Closer to Home meetings and reported that the Performance Group and HCCG Primary Care Co-Commissioning Group are now combined into one meeting, at which Healthwatch are permitted to comment.

-KR advised that, along with JS, she attended an STP/NHS SOS meeting on Friday 9th February.

-KR also attended the recent Health Scrutiny meeting.

6. Policies and Procedures:

JS reported that all three policies have been considered by the Finance and Audit/Governance sub groups and subsequently are recommended to the Board:

Safeguarding policy: No changes. Agreed by the Board.

Financial Controls: Minor amendment made. Agreed by the Board.

Enter & View Strategy: Amendments considered. Agreed by the Board.

7. Mental Health Together (MHT) for Derby and Derbyshire Update

JS complimented the authors of the KPIs - Claire Reece and Kath Dawson - for the clear and concise content. This document demonstrates that systems are now in place to effectively monitor the work of MHT.

The KPIs will be shared on a quarterly basis with Hardwick Clinical Commissioning Group (HCCG).

KPI updates to be tabled at Board meetings on a quarterly basis.

It was agreed that, in future, the document will contain a header/footer giving a standalone introduction to the document and will include the name of the author(s).

Following the co-production training delivered in January by the Consultation Institute, KR is now working with them to deliver a further two half-day's training sessions around methods of co-production and continuous engagement, with a view to MHT supporting the MH workstream to develop a framework of continuous engagement. Furthermore, training will be developed for the MHT Experts by Experience to deliver the message of co-production.

HOC offered to share a video for showing to the MHT steering group which demonstrates how co-production really works.

JS asked why men were identified as a separate audience type (P13). DP advised this is due to men being identified as a hard to reach group with regards to talking about their health.

KR

KR - HOC

KR advised that now the work priorities have been developed for the MHT project that an increase should be seen in the engagement hours for the officers.

9. Finance:

MHT:

The budget proposal and budget monitoring for the MHT project have both been considered by the subgroup for proposal to the Board. Both documents tabled.

SR confirmed that any virements discussed by the F&A subgroup are always referred to the Board for discussion and approval.

Now that the MHT team has developed their work priorities it will be looked at how best to use this budget allocation. F&A sub group to keep a watch on this.

F&A
subgroup

8. Burton/Derby Collaboration Full Business Case

Update and presentation delivered by Gavin Boyle, Chief Executive, Royal Derby Hospital.

On behalf of the Board JS extended his thanks to Gavin for keeping the organisation up-to-date with the progress of this merger.

Hannah Morton (Healthwatch Derbyshire Engagement Officer) also attends the Patient Reference Group meetings applicable to the merger.



Stakeholder
Presentation_updated

9. Finance (continued):

HWD:

The budget proposal and budget monitoring for HWD have both been considered by the subgroup for proposal to the Board. Both documents tabled.

The budget proposal was accepted by the Board and no pertinent comments were put forward in respect of the budget monitoring.

10. Sub-Group Update:

-Finance & Audit - Minutes of the last meeting tabled and overview given by SR, Treasurer.

On behalf of the Board, SR extended her appreciation to KR for the well managed budgets.

-Governance - Minutes of the last meeting tabled and overview given by JS, Chair.

-IIA - Minutes of last meeting tabled. IIA now to be moving towards using the electronic grid system to identify themes and trends as opposed to the previous manual method. CS and HB to contact Lee Mellor separately to organise a training session.

11. Manager's Report

Update on the Round Ups provided for the period December 2017 - January 2018 presented by KR. Copy document tabled.

Contact monitoring: HWD only need to have one meeting/year given that contract is deemed low risk. Expectations to hear at the end of this year/early next year regarding re-tendering.

Team/Board planning meeting: Arranged for Thursday 19 April, 2018 12.30pm - 4.00pm at Strutts, Belper.

Summer roadshow: Plans being developed for engagement with larger employers in Derbyshire to engage with their staff, especially full-time employees.

Social media: Renewed focus on social media to increase comments/involvement.

STOP poster: Good response to-date for this poster designed for people with learning disabilities. Developed by Tanya Nolan (HWD Engagement Officer) and the Good Health Group, the poster is being widely circulated and TN has been invited to talk about the initiative at the parent/carer voice empowerment event in March.


Update provided on the following reports:

- Pharmacy report - out for response.
- Child & Adolescent Mental Health Service (CAMHS) out for response.
- Eating Disorders - experiences of adults. Led to some collaborative work between Derbyshire Healthcare and First Steps.
- Maternity services - all recommendations now addressed in a response.
- Living with substance misuse report - press release out highlighting actions taken by Chesterfield Royal Hospital and Derbyshire Healthcare.
- Three enter and view reports published, and enter and view reports for the four substance misuse treatment centres out for response.
- Putting together the resources to distribute to the six identified pilot GP surgeries in order to make surgeries more LGBT+ friendly.
- Recruitment underway for the MHT Team Leader and the 21 hours engagement officer role to backfill DP's role when he takes on the Enter and View Officer responsibility.

Prison visits: Care UK expected to invite HWD to a meeting to discuss six monthly engagement sessions at HMP Foston and Sudbury.

MH highlighted the Report of the Liverpool Community Health Independent Review which features the failures in care provided to HMP Liverpool.

https://improvement.nhs.uk/uploads/documents/LiverpoolCommunityHealth_IndependentReviewReport_V2.pdf

- 10. Risk**
- The Risk Register is always considered by the Finance and Audit/Governance sub group and has been fully reviewed and updated by KR. The risks remain unchanged. Latest version tabled.
- 11. Any Other Business:**
- None
- 12. Confidential Items:**
- Minuted separately
- 13. Date of Next Meeting:**
- Monday 9th April, 2018 1.00pm - 4.00pm.
(Staff Representative: Darren Greenwood)
- Apologies in advance from Tammi.
- 14 Minutes checked and signed by HWD Executive Board Chair John Simmons:**
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- Date: 20/02/2018**

ACTION LOG:

Agenda Item	Detail	Action	Timescale
3	All trustees to advise KR if they have a suspected conflict of interest.	ALL	IMMEDIATELY
4	DP to follow up on patient story pledges	DP	
5	Maternity services report: To follow up in six months' time now responses to the recommendations have been received.	HHS	Aug 2018
7	Header/footer to be added to the MHT KPI document.	KR	
8	Offer to share video with MHT steering group on co-production.	KR/HOC	
9	F&A subgroup to discuss relabelling of spoke fund budget line, and keep check on where allocation is being spent.	F&A subgroup	