

	Minutes	Sheet N° 1 of 4
	Title: Healthwatch Derbyshire Executive Board Meeting	
Subject/Title:	Healthwatch Derbyshire (HWD) Executive Board Meeting	
Held On:	Monday 11 June, 2108	
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 <i>(Currently on a six month sabbatical)</i>		✓
Helen Barker (HB)	Executive Board Member	✓	
Marie Hannah (MH)	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		✓
Helen Henderson-Spoors (HHS)	Insight and Intelligence Manager	✓	
Tammi Cooke (TC)	HWD Office Manager	✓	
Staff Representative:	Dan Pidkorczemny (DP) <i>in place of Niki Glazier.</i>		

No	ITEMS	ACTION
1.	<p>Welcome: JS welcomed DP to the meeting in place of Niki Glazier.</p>	
2.	<p>Apologies: As above.</p>	
3.	<p>Declaration of Conflicts of Interest: None reported.</p>	
4.	<p>Minutes/Matters Arising: Minutes agreed as a true representation of the meeting that took place on Monday 9th April, and was minuted by SR in place of TC.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> • JS confirmed that MF has taken a six month sabbatical which is due to end at the end of October. JS will review the situation with MF in September prior to the AGM taking place in October. • Review of subgroup membership:- Finance & Audit: SR (chair), TR, JS, HOC Governance: JS (chair), CS, TR, HOC IIA: HB (Chair), MH, CS: HOC is possibly going to join IIA once they've had the opportunity to observe a meeting. • JS advised that the annual report is well underway for the required publication date of 30 June 2018. 	JS-MF
5.	<p>Meetings attended and feedback:</p> <p>-JS and KR attended the East Midlands regional Healthwatch meeting on 5 June 2018 in Leicester.</p> <p>-JS advised that KR is involved in the interview process for the new strategic director for Adult Care, who will take over from Joy Hollister once she retires.</p> <p>-JS advised that this year's Healthwatch England National Conference and congratulated DP for HWD being up for an award for the work undertaken with the specialist authorised enter and view representatives.</p> <p>-TR attends the North Derbyshire Patient Reference Group and expressed some concern regarding the apparent mis-information amongst the group regarding HWD.</p> <p>-JS advised that following a meeting with Cllr Maurice Neville (Amber Valley elected member), that relations with the PPG chairs, something that JS has endeavoured to establish with little success, could be established. Additionally, HWD may receive an invite to attend the PPGs</p>	

Chairs' conference.

-TR continues to attend the Public Voice meetings which is looking at streamlining the patient pathway for abdominal surgery for the south east sector of Greater Manchester. TR expressed concern over the apparent lack of awareness in Greater Manchester of the services commissioned for Derbyshire.

JS will raise this matter at the next Health and Wellbeing Board on 12 July, 2018.

JS

6. Policies and Procedures:

-Escalation policy: The Governance subgroup has reviewed this document and recommend it to the Board. Board agreed and accepted the document.

-Strategic Plan: The Governance subgroup has reviewed this document and recommend it to the Board. It was generally agreed that the amendments had strengthened the document and thanks given to DP for his contributions. Board agreed and accepted the plan.

-GDPR action plan and policies: Documents not yet been to the Governance sub group due to the urgency of the need to get them out. They have been reviewed separately by JS and TR. The Board adopted the policies, and will considered the implementation of these policies in more detail at the next Governance Sub Group.

7. Financial Recovery Plan

The board received a paper that had been made public due to be tabled at the South Derbyshire CCG Governing Board. The Board expressed concerns that in times of financial crisis such as indicated by this paper, it is very difficult for patients and members of the public to have a genuine opportunity to influence decision being made. It was agreed that over the coming month, as more information became available, Healthwatch Derbyshire would put out a statement outlining our concerns and asking for reassurances that the voice of patients and members of the public was being carefully considered given that the financial recovery plan had the potential to impact quite significantly on their care and treatment.

A meeting is also to be set up with Helen Dillistone from the Derbyshire CCG.

(Marie Hannah joined the meeting).

8. Monitoring and Evaluation

-Annual Survey results: Document tabled and generally discussed. Nothing of any major concern was highlighted.

9. Finance

The expenditure for HWD and Mental Health Together (MHT) was tabled and as they are both relatively new budgets it was too early to consider and discuss any virements.

SR confirmed that both budgets are independent of each other.
 Accounts: These were tabled, considered and agreed by the Board.

10. Sub-Group update

-Finance & Audit:

- The subgroup had agreed the finance for the social media campaign proposal put forward by Lee Mellor
- JS reported that consideration had been duly given to the financial element of the risk register.

-Governance:

- The subgroup agreed the changes to the IIA which HHS outlined for the Board as being:-
 - IIA will become a two-part meeting.

First part: the staff team will take on the responsibility of identifying and listing the themes and trends arising out of the comments recorded.

Second part: the IIA Board and lay representatives will be the decision making group responsible for deciding on priorities.

-IIA:

- Minutes from meeting of 12 April, 2018 tabled
- HHS felt that the changes to the format of the IIA meeting (as above) would lead to more consistency in the theming of comments, result in the work being split more efficiently and ultimately give focus on outcomes and outputs.

11. Manager's Report:

JS advised that there was no manager's report and instead, the Service Improvement Plan (SIP) was tabled for consideration.

In principle the Board agreed the document subject to it being revisited at the August Board meeting.

Add to agenda

12. Risk

-Risk register: Tabled and agreed that in the light of heightened concerns over the financial recovery plan, areas of the risk register, particularly reputational damage, will be re-visited to see if mitigation actions were needed.

JS/KR

-GDPR: MH asked if there is to be training on GDPR for Board members. JS advised that the Governance subgroup will explore the possibility of one Board member being identified a GDPR data compliance member.

JS/KR

-Health and Safety: Nothing to report.

-Safeguarding: A new standing item on the agenda. Nothing to report.

13. Any Other Business:

Nothing arising.

14. Confidential Items:

Minuted separately.

15. Date of Next Meeting:

Monday 20 August, 2018 1.00pm - 4.00pm: **Lunch at 12.30pm.**
(Staff Representative: Sharon Mellors)

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



Date: 21/06/2018

ACTION LOG:

Item No	Details	By whom	By when
4	JS to review MF's sabbatical prior to October AGM.	JS	September 2018
5	-TR continues to attend the Public Voice meetings which is looking at streamlining the patient pathway for abdominal surgery for the south east sector of Greater Manchester. TR expressed concern over the apparent lack of awareness in Greater Manchester of the services commissioned for Derbyshire. JS will raise this matter at the next Health and Wellbeing Board on 12 July, 2018.	JS	July 2018
11	Service improvement plan to be revisited at the August Board meeting.	JS	August 2018
12	Risk register to be re-visited to see if mitigation actions were needed.	JS/KR	SAP
12	Governance subgroup will explore the possibility of one Board member being identified a GDPR data compliance member.	JS/KR	23 July 2018

