

	<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 20 August, 2019	
<b>Time:</b>	1.00pm - 4.00pm	
<b>Venue:</b>	Suite 14, Riverside Business Centre, Foundry Lane, Milford, Belper, Derbyshire DE56 ORD	
<b>Chair:</b>	John Simmons	
<b>Minutes prepared by:</b>	Tammi Cooke	
<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 <i>(Currently on a six month sabbatical)</i>		✓
Helen Barker (HB)	Executive Board Member		✓
Marie Hannah (MH)	Executive Board Member		✓
Helen O'Connor	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 Cooke (TC)	HWD Office Manager	✓	
Staff Representative:	Sharon Mellors (SM)	✓	

No	ITEMS	ACTION
1.	Welcome:	
2.	Apologies:  As above.  JS informed the meeting that following a discussion with MF she intends to clarify her position on the Board mid-September with regards to whether or not she will return as a Director of the Board and Vice Chair.  Should MF not wish to return, this reduces the Board down to seven members. If this is the case, the Board will consider going to open recruitment in October, following a skills audit of the current Board members, which is currently taking place. This skills audit will be used to identify the gaps in current skills, so recruitment can be most effective.	
3.	Declaration of Conflicts of Interest:  -JS informed that First Taste is to merge with AGE UK Derby and Derbyshire on 31 October 2018. As he will not continue to be involved this can be removed from the conflict of interest register.  -HOC advised that the Alzheimer's Society has won the Dementia Support Services contact as from 01/12/2018. This is to be added to the conflict of interest register.  -TR Choice Support: TR has sessional employment as an expert by experience. (The organisation is contracted by the CQC to manage experts by experience). This may be a conflict of interest with regards to one of the items for discussion.	
4.	Minutes/Matters Arising:  Minutes agreed as a true representation of the meeting that took place on Monday 11 June 2018.  Matters arising: <ul style="list-style-type: none"> <li>• JS advised that he raised the concern expressed by TR re the lack of awareness in Greater Manchester of the services commissioned by Derbyshire, and reported that there has, to-date, been no response/outcome</li> <li>• The risk register has been addressed by KR</li> <li>• The governance subgroup will look at identifying a Board member to be GDPR data compliance member at the next meeting.</li> </ul>	
5.	Meetings attended and feedback: <ul style="list-style-type: none"> <li>• KR attended the Derbyshire CCG Governing Body meeting in Common on Friday 17 August in respect of the Financial Recovery</li> </ul>	

Plan. See item 7 below

- Primary Care Co-Commissioning meeting: CS invited to the public section only of this meeting. However, KR has sent the guidance to the chair for clarification which does not exclude Healthwatch from attending the private section of the meeting. KR to update
- TR reported that the Public Voice meetings looking at the patient pathways for abdominal surgery are a good example of co-production and the meeting model is being considered for rolling out for urgent care
- JS stated that he found the recent training delivered by the Consultation Institute '10 Most Common Mistakes in Consultation' to be of good quality and very professional. This sentiment was echoed by other Board members who also attended training
- KR was involved in the interview process for the new strategic director for Adult Care to replace Joy Hollister. Helen Jones was the successful candidate who comes from Nottingham City Council where she was the director for Adult Social Care
- HWD have received a request to sign a non-disclosure document. This was duly considered by the Board and the decision was taken to defer this pending more information.

KR

6. Policies and Procedures:

All policies for review had previously gone to the Governance sub-group and were recommendation to the Board for agreement.

- Volunteers policy: A few minor changes
- Quality policy: No changes
- Accessibility policy: No changes
- Conflicts of Interest policy: No changes
- Complaints policy: Item 6 amended to the Local Government and Social Care Ombudsman as the investigating body, and not the Parliamentary and Health Service Ombudsman as originally stated in the policy
- Engagement strategy/action plan: This has been updated by HHS to be in line with the new system for identifying and acting on themes and trends

All policies plus strategy agreed by the Board.

7. Financial Recovery Plan:

Response from Dr Chris Clayton to KR's correspondence tabled.

KR update the Board on the actions taken with regards to the cuts being implemented at pace as part of the Derbyshire CCG's Financial Recovery Plan. This included an update on her attendance the at Derbyshire CCG Governing Body in Common on Friday 17 August where she strongly put forward the case for quality public engagement/consultation in respect of the recovery plan and questioned whether the CCG was meeting the requirements as stated in the *\*Health and Social Care Act 2012 Section 14Z2, or the \*Equalities Public Sector Duty S149.*

8.	Annual Report:	
	KR reported that HWD's annual report was submitted to Healthwatch England on time, and tabled a copy of said report.	
9.	Finance:	KR
	<p>-Expenditure for HWD &amp; MHT: Both financial reports tabled which had previously been considered by the Finance &amp; Audit subgroup and noted to be in a good position. Agreed by the Board.</p> <p>-Update of MHT: KR reported that following a meeting with the HWD contract manager and DCC commissioner that it has been agreed to retain a MHT post until March 2019.</p> <p>-Media consultant: Board supported the payment of the invoice for our external media consultant which will provide media support until February 2019.</p> <p>-ISO: KR to discuss with HWD commissioners the value of retaining the ISO standard. Board agreed for KR to make the decision and inform accordingly.</p>	
10.	Sub Group updates and reports:	
	<p>-Finance and Audit: Minutes from July meeting tabled. A number of items already discussed and minuted within this meeting.</p> <p>KR reported that Claire, Darren and Dawn from MHT have all been successful in securing alternative posts. Claire and Darren both finish with HW by the end of August, and Dawn the end of September.</p> <p>-Governance: Minutes from July meeting tabled and a number of items already discussed and minuted within this meeting.</p> <p>-IIA: Decision making group meeting on Wednesday 22 August, 2019.</p>	
11.	Manager's Report	KR  KR  DP/KR
	-Tanya Nolan has now left the organisation and KR is currently considering internal candidates for the vacancy, before going out to external recruitment.	
	-PPG Conference: This has been arranged by a number of PPGs and has been supported by HWD, as it was seen as an ideal opportunity to build relations with PPG members and discuss joint working. It will take place on Saturday 8 September at Strutts in Belper. KR to send details to JS.	
	-GP Enter & View Visits: Practice visits took place to two GP practices managed by DCHS as part of the training for new authorised representatives. Dan Pidkorczemny (DP) is keen to do more visits to GP practices as he feel that this would be a more effective way of engaging with GP practices. DP to take forward and report back.	
	-HW Conference: This is being held in Stratford upon Avon on 3 / 4 October and is being attended by KR, JS and DP. HWD is up for an award	

in the volunteering category.

-Patient Transport report: This has been sent to EMAS and the commissioners for response.

**12. Risks**

-Risk Register amendments/new risks to consider: Nothing new to add.

-Health & Safety: Actions outstanding due to sickness.

-Safeguarding: Minuted separately under confidential items.

**13. Any Other Business:**

-TR informed the Board that due to changes in public transport timetable from where he lives that he may not be able to continue as a Board member.

KR to look at changing the time and/or day of Board meetings, or find alternative transport to enable TR's continued and valuable attendance.

KR

**14. Confidential Items:**

Minuted separately.

**15. Date of Next Meeting:**

Monday 8 October, 2019 1.00pm - 4.00pm.  
(Staff Representative: Helen Henderson-Spoors)

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



**Date: 31/08/2018**

**ACTION LOG:**

Item No	Details	By whom	By when
5	KR to update of HWD's attendance at the private section of the primary care co-commissioning meeting.	KR	

9	KR to explore the value to HWD of retaining the ISO standard.	KR	
11	Send details of PPG conference to JS.	KR	
11	DP to take forward GP enter and view visits and report accordingly.	DP/KR	