

	Minutes	Sheet N° 1 of 4
	Title: Healthwatch Derbyshire Executive Board Meeting	
Subject/Title:	Healthwatch Derbyshire (HWD) Executive Board Meeting	
Held On:	Monday 10 December, 2018	
Time:	2.00pm - 4.00pm	
Venue:	Lion Hotel, Belper	
Chair:	John Simmons	
Minutes prepared by:	Tammi Cooke	
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 (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 Wright (TW)	HWD Office Manager	✓	
Staff Representative Helen Henderson-Spoors (HHS)	Insight & Intelligence Manager	✓	

No	ITEMS	ACTION
1.	<p>Welcome and apologies:</p> <p>Apologies as above</p> <p>JS informed the meeting that CS had tendered her resignation, as with immediate effect, from the Board due to family commitments.</p>	
2.	<p>Declaration of Conflicts of Interest:</p> <p>None declared.</p>	
3.	<p>Appointment of Officers:</p> <p>Chair: JS proposed by TR and seconded by HB.</p> <p>JS offered his sincere thanks to the Board for their help and support over his years as Chair.</p> <p>Vice Chair: MH proposed by SR as new vice chair, this was seconded by MF.</p> <p>Treasurer: SR proposed by JS and seconded by MF.</p> <p>This confirms the appointment of the officers.</p>	
4.	<p>Minutes/Matters Arising:</p> <p>Minutes agreed as a true representation of the meeting that took place on Monday 8th October, 2018.</p> <p>1. Following a discussion with DCC, KR reported that the organisation needs to evidence retention of our quality standards, so it was agreed that we would renew our ISO accreditation for this purpose.</p> <p>2/3. The guidance tools for GP enter and view visits have been updated and a meeting is to be arranged with the CCG, the LMC and HWD to further this piece of work.</p> <p>4. Check list in line with Business Continuity Plan still to be developed.</p> <p>5. Not due until April 2019.</p> <p>6. Covered further on in agenda.</p> <p>7. After consideration at Governance Sub Group, it was deemed that it was not necessary for a Board member to become additionally responsible for data compliance.</p> <p>Additional items discussed:-</p>	<p>KR</p>

-CS's resignation from the Board leaves a vacant position for the Board member to attend the primary care co-commissioning meetings. JS advised that he will attend the next meeting but a review will then take place as to meeting attendance by Board members.

-SR is looking into suitable banking alternatives for any financial reserves and this will be discussed at the next Finance & Audit subgroup meeting.

-JS reported that he has tried to contact Helen Jones regarding the possible ongoing contact for enter and view, but she is away from work due to personal reasons.

SR

5. Meetings attended and feedback:

-SR attended a meeting held by EMAS for regional Healthwatch organisations to feed into their annual plan.

EMAS are keen to continue to work with Healthwatch and they extended their invitation to Healthwatch staff to spend a shift observing an ambulance crew.



Final HW mtg slides for 050918.pptx

Copy of the presentation attached.

-Better Care Closer to Home: JS reported that some hospital bed closures had gone ahead but not before alternatives were put in place. An extra 24 beds were to have been made available at Chesterfield Royal Hospital to cover reductions in capacity at local community hospitals, but now this will not take place and decisions are currently being made about retaining those beds in locally community hospitals.

7. Policies and Procedures:

-Health & Safety Policy: No amendments made to the policy. Policy agreed by the Board.

-Training Policy: No amendments made to the policy. Policy agreed by the Board.

8. Financial Recovery Plan Update:

The CCG are working on involving the public at an early stage in their discussions and more PPI will be evident next year. KR continues to push co-production working.

[This agenda item suspended at this point due to presentation].

6. Burton/Derby Merger Update:

Presentation given by Magnus Harrison - Executive Medical Direction.

Presentation attached

prove very useful from a professional perspective.

11. Manager's Report:

Tabled by KR:

-Sir Robert Francis, QC, has been appointed as the new Chair of Healthwatch England. He took over from Jane Mordue, on Monday 1st October 2018.

-David Weinrabe is finishing off the DCC contract, due to Dan leaving. Interviews took place on Friday 7th December for the Enter and View Officer role and a candidate has been selected, who will commence in the new year.

-It has been confirmed that funding for the reduced MHT will continue until March 2020. KR had a meeting with Sue Whetton and Claire Burnage on 7th December to re-consider the service specification and monitoring requirements of the project.

-This year's AGM was deemed a success, receiving very positive feedback from attendees. Copies of the feedback submitted is available on request from TC.

-JS and KR have met with HWD's Contract Manager, Louise Cope, to discuss their plans/options for the future of the organisations. KR outlined the options which will be considered by DCC adult care senior management team in due course, prior to being put to the legal team.

-Our annual ISO 9001 audit takes place on Thursday 13th December.

-The CCG carried out their first co-production exercise with a group of patients/member of the public (which was attended by two HWD Board members and two Enter and View Authorised Representatives) as part of their (the CCG's) future assurances of conducting better, and more meaningful, public engagement.

-Healthwatch Funding: The 'State of Support' report from HWE gives a summary of funding trends for Healthwatch, and a letter to the Secretary of State, outlining concerns about the 35% reduction in funding for the network since 2013 written by the new Chair of HWE Sir Robert Francis.
https://www.healthwatch.co.uk/news/2018-11-01/how-much-funding-your-local-healthwatch-receiving-201819?utm_source=Local%20Healthwatch%20newsletter&utm_campaign=3e96e60988-EMAIL_CAMPAIGN_2018_10_17_COPY_02&utm_medium=email&utm_term=0_f7b9fd266c-3e96e60988-197394153&mc_cid=3e96e60988&mc_eid=57e8bbc5de

10. Risks

-Risk Register amendments/new risks to consider. KR reported that the register has been fully updated and also includes new opportunities.

Board members to review the register in advance of the next Governance subgroup meeting.

-Health and Safety: Although not reported at the meeting, the annual PAT testing has now take place in the office. A total of 75 electrical items were checked with no defective items reported.

11. Any Other Business:

-Board members had discussed earlier the experiences, skills, qualities and background to be considered when recruiting new Board members in the New Year.

-MH updated the meeting on the Royal College of Nursing's Safer Staffing Campaign 2018.

Whilst Wales, Scotland and Northern Ireland are working towards introducing legislation/frameworks in this respect (Wales has already introduced legislation to govern staffing levels), in England there is currently no law relating to staffing levels where there is currently a shortfall of 40,000+ nurses!

Full details can be found here: www.rcn.org.uk/employment-and-pay/safe-staffing

12. Confidential Items:

None discussed.

13. Date of Next Meeting:

Monday 11th February, 2019 1.00pm - 4.00pm.

(Staff Representative: Claire Reece).)

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



Date: 17/12/2018

BOARD

ACTION LOG:

Item No	Details	By whom	By when
4	Check list in line with Business Continuity Plan still to be developed.	KR	
4	SR is looking into suitable banking alternatives for any financial reserves and this will be discussed at the next Finance & Audit subgroup meeting.	SR	28th Jan
10	HHS to send through the dates for next year's IIA meeting to MH as she may be able to take up the vacant position.	HHS	SAP
10	Board members to review the register in advance of the next Governance subgroup meeting.	ALL	28th Jan