

	Minutes	Sheet N° 1 of 4
	Title: Healthwatch Derbyshire Executive Board Meeting	
Subject/Title:	Healthwatch Derbyshire (HWD) Executive Board Meeting	
Held On:	Monday 11 April, 2019	
Time:	1.00pm - 4.00pm	
Venue:	Suite 14, Riverside Business Centre, Foundry Lane, Milford, Belper, Derbyshire DE56 ORD	
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	✓	
Marie Hannah (MH)	Vice Chair Executive Board Member	✓	
John Ainley (JA)	Executive Board Member	✓	
Helen Barker (HB)	Executive Board Member	✓	✓
Helen O'Connor	Executive Board Member	✓	
Sonia Rafferty(SR)	Executive Board Member (Treasurer)	✓	
Trevor Ride (TR)	Executive Board Member	✓	
Helen Henderson-Spoors (HHS)	HWD Chief Executive	✓	
Tammi Wright (TW)	HWD Office Manager	✓	✓
Staff Representative: Lee Mellor (LM)	Communications Lead	✓	

No	ITEMS	ACTION
1.	<p>Welcome and apologies: Prior to the normal business the existing board members received a report from the group involved in recruiting new board members. A recommendation was received that John Ainley be appointed to the board. Agreed unanimously.</p> <p>John Ainley joined the board.</p>	
2.	<p>Declaration of Conflicts of Interest: The conflict of interest register was reviewed, and was agreed to be up-to-date subject to any new additions from JA.</p>	
3.	<p>Minutes/Matters Arising: Correction: Marie Hannah Vice Chair</p> <p>-Item 4: The meeting with Simon Stevens did not take place on 4th April. This will be rearranged. HHS/TC to contact Pam Greaves at DCC.</p> <p>-Item 5: IIA) The engagement report on Orthotics complete, awaiting response from providers.</p> <p>-Derby/Derbyshire/Staffs HW joint work regarding discharge experiences at RDH and Queen's Burton complete. HHS to share findings.</p> <p>Action Log (11th February 2019) -Item 8 buzzer response times to be included in patient feedback documentation. -Banking arrangements to be completed.</p>	<p>HHS/TC</p> <p>HHS</p> <p>HHS</p> <p>HHS</p>
4.	<p>Meetings attended and feedback: -HHS attended EM Regional HW.</p> <p>-JS attended the Health and Wellbeing Board</p> <p>Both gave feedback.</p>	
5.	<p>Board membership/Declaration of Willingness to Act as a Trustee: -Following the appointment of JA (referred to above) the board considered whether further recruitment is necessary presently. Agreed that eight members are sufficient and no further advertisement will occur at this time.</p> <p>-Each trustee is asked to sign declaration form annually. Documents handed out. Follow up as necessary.</p>	<p>TC</p>
6.	<p>Policies and procedures: The following policies were considered and agreed: -Equality and Diversity Policy -Fire Policy</p>	

The following strategy was approved:

-Volunteer Strategy

-The following action plan and contract update were noted:

-Communications Action Plan

-Communication/Media Contract proposal

7. Long Term Plan:

NHSE has arranged through HWE for local Healthwatches to carry out public feedback surveys through the month of April. The survey documents have been drawn up by HWE and we cannot amend. Our target is 250 returns for the month. We have presently achieved around 50%. All board members are asked to use contacts to spread the word and encourage feedback, preferably online, to ensure we hit the target.

8. Strategic Audit:

LM presented his strategic audit report to the board. All agreed that this was a very useful outline of the organisation's position. As a new member of the board JA expressed the view that the report gave him a very clear outline of our role and position.

9. Sub Group Update:

All minutes noted. Most of the content considered in this meeting's agenda already. Other matters agreed.

IIA: Themes considered, it is noted that the IIA decisions group will meet on 29th April.

11. Manager's Report:

HHS provided report. Content noted.

10. Risks:

Risk register: The register was considered and no changes made. The register is due for review and this will be completed by next board meeting.

Comment made that the size of the register could be reduced if the low risk/actions complete were removed. JS/HHS will consider this but the danger is that issues will 'fall off' our agenda if not in a comprehensive document.

Health and Safety:

-Site visit by Peninsula planned for Thursday 25 April.

-TC completed the re-typing all organisation's risk assessments, which also provided the opportunity to review the content and amend as deemed necessary. They have been shared with staff to read and sign to indicate understanding.

-TC to work with Helen Walters re risk assessments for volunteers.

-TC has started to put in place a review schedule to use once the Peninsula support ceases.

-The lift has had its six-monthly service and report will be filed

JS/HHS

JS/HHS

accordingly to show both H&S compliance and ISO compliance.

Safeguarding: Nothing to report.

- 11. **Any Other Business:**
 - Website - board members biography section needs completion. Those members who need to complete are asked to follow up with LM
 - Constitution - HHS will update the constitution with names of board members etc.
- 12. **Confidential Items:**

Confidential items minuted separately.
- 13. **Date of Next Meeting:**

Monday 10 June 2019 1.00pm - 4.00pm.
(Apologies in advance from TC)

(Staff Representative: Niki Glazier MHT Involvement Officer)
- 14. **Minutes checked and signed by HWD Executive Board Chair John Simmons:**



Date: 15 APRIL 2019

BOARD
HHS

ACTION LOG:

Item No	Details	By whom	By when
4	Meeting with Simon Stevens	HHS/ TC	
5	Discharge experiences RDH and Burton	HHS	
3	Buzzer response times	HHS	
3	Banking arrangements	HHS	
5	Willingness to act as a trustee	Board/ TC	
12	Review risk assessments	JS/ HHS	
15	Constitution update	HHS	