

<b>Subject/Title:</b>	Healthwatch Derbyshire (HWD) Executive Board Meeting
<b>Held On:</b>	Monday 9 December, 2019
<b>Time:</b>	1.00pm - 4.00pm
<b>Venue:</b>	Lion Hotel, Belper
<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	✓	
Marie Hannah (MH)	Vice Chair Executive Board Member		✓
John Ainley (JA)	Executive Board Member	✓	
Helen Barker (HB)	Executive Board Member	✓	
Madeleine Fullerton	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 Cooke (TC)	HWD Office Manager	✓	
Staff Representative	Sharon Mellors (Engagement Officer)	✓	

No	ITEMS	ACTION
1.	<p>Welcome and apologies</p> <p>Apologies as above.</p> <p>No conflicts of interested reported.</p>	
2.	<p>Minutes/Matters Arising</p> <p>Minutes from meeting of 14 October 2019 checked.</p> <p>Points of accuracy:            -TR noted as giving apologies but was in attendance.            -HOC noted as in attendance but had given apologies.</p> <p>Actions:            -The text of the poem delivered by Hannah Monteiro at this year’s AGM to be sent to all board members.            -Meeting with RDH still pending.</p>	TC JS
3.	<p>Introduction by Helen Aldridge and Chloe Cannon</p> <p>Two new HWD team members introduced themselves to Board members.</p>	
4.	<p>Meetings attended and feedback</p> <p>-JS and HHS attended East Midlands HW network meeting on Tuesday 3 December in Leicester:</p> <p>-HWD and Derby has been approached by the CQC re joint inspections/Enter and View visits into general practice. This is being undertaken already in Lincolnshire and HW Lincs has offered to provide support/information and learning around their way of working and lessons learnt.</p> <p>-HW England are going through a staff restructure which puts our contact, Davina Jarman’s role at risk. No communication of this has been shared with regional HW organisations. JS to write to HW England, in this respect, to document this that this is not a good example of communication across the network.</p> <p><b>UPDATE 16/12: Davina has confirmed that she is leaving HW England at the end of December.</b></p> <p>-JS is involved in frailty work in Derbyshire which links to a national exercise looking into services for frail people and their carers.</p> <p>-As minority parties are now excluded from the Health &amp; Wellbeing Board (HWB) it was agreed for JS to meet with the labour group of DCC to mainly focus on housing and discuss the wider disadvantages this has on people’s health.</p>	JS

-DCC, in conjunction with Care & Repair England, are leading on a project looking at the housing needs of older people in rural areas of Derbyshire, specifically the Buxton to Cromford corridor. HWD has been invited to manage a small budget in connection with this project which could potentially provide engagement opportunities for HWD EOs.

In connection with this JS mentioned a published study 'Scaling the Peaks', led by Dr Fiona Marshall, which looks into the reality of people living with dementia in rural and remote areas of Derbyshire's Peak Park.

**5. Policies and Procedures:**

The Recruitment policy and the Health & Safety policy were both tabled having been recommended to the Board by the Governance sub group.

Policies accepted by the Board and JS signed the Health and Safety General Policy Statement.

**6. Eric Pickles MP correspondence**

Board agreed not to proceed with an invitation to feature in a review document, as it was felt that it would not be the best use of funds due to the significant cost implications.

**7. Subgroup quoracy/board recruitment**

-It was agreed that 50% of the trustees involved in each subgroup represents quoracy. Where less are in attendance, any decision must be taken to the board for finality, based on the judgement of the chair of the relevant subgroup.

-Two people have expressed an interest in joining the board. They are yet to apply but upon receipt of applications, the board has agreed to go forward with an interview process. If both or only one candidate are/is deemed suitable then they are to be recommended for recruitment to the board. If neither applicant is suitable then it was agreed that we would start an external recruitment process.

TC to circulate application pack to interested parties.

JS, HOC & TR agreed to be on the interview panel, with JA as first reserve.

**8. Sub Group updates and reports**

Finance:

-Minutes from F&A subgroup meeting of 25 November 2019 tabled.

-Budget remains in a healthy position. Changes in staffing levels and associated pay scales has affected this position.

-JS reported that the value of the base contract for HWD is the same for 2020-2021 financial year.

-Important to note that the current underspend is separate to the exit strategy costs.

TC

Governance:

-Minutes from Governance subgroup meeting of 25 November 2019 tabled and recommended and accepted by the Board.

IIA:

-Themes to be explored tabled.

-A notable circumstantial reduction in attendance at the IIA subgroups has been noted. The importance of consistent and regular attendance at the staff theming, decision making group and the staff engagement meetings was highlighted.

A reminder to be sent to all participants to reiterate the importance of attendance at these meetings as this is where the decisions of the work that HWD undertakes are made.

All dates for next year's meeting have been booked.

-It was agreed that Chloe will take action notes at future IIA meetings as the meetings currently go un-noted/minuted. This will also help with ISO audits as it will evidence that the risks associated with IIA are considered at this meeting.

HHS

9. Manager's Report:

-Aileen Power's contract: If her role is extended beyond 12 months then need to check with Peninsula how this would affect her in respect of employment protection.

***UPDATE 16/12: Aileen will be eligible for redundancy after 12 months of service.***

-Amber Valley Primary Care Network (AVPCN): Meeting arranged for 15/01/2020 to further discuss the work that HWD can undertake to help support the PCN.

-Chloe Cannon (CC): Recruited to cover mainly the admin tasks carried out by Hannah Morton (HM), once she starts her maternity leave.

-Hannah Morton: Her last working day, prior to starting maternity leave, with the organisation will be Friday 13 December 2019. HM is intending to return to work in October 2020 on a reduced hours basis.

On behalf of the Board, JS offered his very best wishes to Hannah and thanked her for all her hard work and the commitment she has shown to her role and the organisation.

-David Weinrabe (DW): Leading on two enter and view visits, originally started by Ruth Beedel, to the Radbourne and Hartington units. The visits will take place in the new year.

No other enter and view visits are pending.

HHS

-ISO 9001 Audit: Our re-certification and annual external audit is taking place on Tuesday 10<sup>th</sup> December.

-CQC have approached HW Derby and Derbyshire around potential simultaneous E&V and CQC inspections - this is being explored further

**10. Service Improvement Plan**

-It was felt that the new format of the plan was a much improved and joined up document.

-HHS to complete items actioned for review in December.

HHS

**11. Risks**

Risk Register:

-The Risk Register was tabled and had previously been reviewed by the F&A and Governance subgroups.

-Following the recent flood conditions experienced in Derbyshire, it was felt that the risk of flooding had been tested out. Whilst staff left the building early on Friday 8 November due to the rising water levels of the river Derwent which runs to the side of the building, the building did not suffer any flood damage.

Health & Safety:

-Following the fire drill Thursday 28<sup>th</sup> November, building failed to meet the two minute evacuation target. This was mainly due to the fact that it was an announced evacuation and lacked any urgency. Therefore it has been agreed that some future drills will take place unannounced.

Safeguarding:

-Nothing to report.

**12. Any Other Business**

-Owing to JS being unable to attend the April and June 2020 board meetings that alternative dates are to be proposed, avoiding school holidays.

Board agreed a change to 1<sup>st</sup> June for the June meeting.

HHS

**12. Confidential Items:**

Minuted separately.

**13. Date of Next Meeting:**

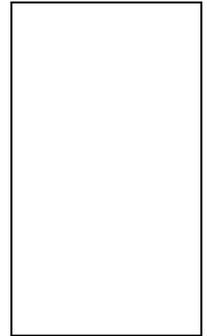
Monday 10<sup>th</sup> February 2020 1.00pm - 4.00pm.

(Staff Representative: Aileen Power).

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



Date: 17/12/2019



**ACTION LOG:**

Item No	Details	By whom	By when
2	Circulate text of AGM poem of Board members	TC	Done
2	Arrange for RDH to come and speak to HWD	JS	Pending
4	Letter to HW England	JS	Pending
7	Send out Board application pack to interested parties	TC	ASAP
8	Reminder to be sent to all participants of IIA about attendance at the meetings	HHS	ASAP
9	Contact Peninsula regarding AP's contract if extended beyond 12 months	HHS	ASAP
10	Complete December actions on SIP	HHS	ASAP
12	Revise dates for April and June Board meetings	HHS	ASAP