

	<b>Minutes</b>	Sheet N° 1 of 5
	<b>Title:</b> Healthwatch Derbyshire Executive Board Meeting	
<b>Subject/Title:</b>	Healthwatch Derbyshire (HWD) Executive Board Meeting	
<b>Held On:</b>	Tuesday 27 August, 2019	
<b>Time:</b>	1.00pm - 4.00pm	
<b>Venue:</b>	Suite 14, Riverside Business Centre, Foundry Lane, Milford, Belper, Derbyshire DE56 0RD	
<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	✓	
John Ainley (JA)	Executive Board Member	✓	
Helen Barker (HB)	Executive Board Member		✓
Madeleine Fullerton (MF)	Executive Board Member		✓
Helen O'Connor	Executive Board Member (Treasurer)	✓	
Sonia Rafferty (SR)	Executive Board Member	✓	
Trevor Ride (TR)		✓	
Helen Henderson-Spoors (HHS)	HWD Chief Executive	✓	
Tammi Wright (TW)	HWD Office Manager	✓	
Staff Representative	Lee Mellor (LM)	✓	

No	ITEMS	ACTION
1.	<p>Welcome and apologies</p> <p>As above</p>	
2.	<p>Minutes/Matters Arising</p> <ul style="list-style-type: none"> <li>-No declarations of interest raised</li> <li>-JS to discuss taking the LTP report to the next Health &amp; Wellbeing Board (HWB) meeting</li> <li>-The HWE survey has been completed, payment has been made and the report is now published</li> <li>-The Constitution has now been signed by the two remaining board members</li> <li>-The annual accounts have been signed off</li> <li>-The annual report was completed and published on time</li> <li>-HHS &amp; JS to discuss student placements at HWD</li> <li>-Agreed that papers for future board meetings will not be printed as hard copies and instead circulated to members electronically prior to the meeting and projected at the meeting. Hard copies will only be made available on request.</li> </ul>	<p>JS - HHS/HM</p> <p>HHS/JS</p>
3.	<p>Meetings attended and feedback</p> <ul style="list-style-type: none"> <li>-Staff members and TR met with Simon Stevens (Acting Strategic Director for Adult Care) at a staff meeting on 18<sup>th</sup> July</li> <li>-JS reported that at the last HWB the HWD Intelligence Report was presented <a href="#">..\..\..\FORMAL REPORTS\2019\INTELLIGENCE REPORTS 2019\MAY 2019</a></li> <li>-JS now involved in two sub-groups of the HWB, one being Frailty which is a national project with a focus on Derbyshire, and the other Health &amp; Housing</li> <li>-JS reported that the new 40-bed care home currently under construction on the former Thornton's factory site in Derwent Street, Belper will include some beds with care in line with the STP process</li> <li>-HWD are looking at specific engagement focus during the Autumn on falls. Suggested focus be in relation to the increase in falls in relation to admission to care homes and nursing homes where an increase of 80% in falls is reported.</li> </ul>	
4.	<p>Studies update</p> <p>LM provided an update in relation to his studies towards a diploma in Professional Marketing.</p> <p>He has now completed two modules:</p> <ol style="list-style-type: none"> <li>1. Strategic Audit</li> <li>2. Mastering Metrics (paper tabled)</li> </ol> <p>LM highlighted that whilst it has proved difficult using HWD as his theme for his studies, given that we do not have a specific end product that we</p>	

market and sell but are providing a publically funded service, his studies have enabled him to apply his learnings to develop a more efficient and valuable way of collating patient information, which has been shared with staff members.

**5. Policies and Procedures**

Two policies tabled which have been considered by the Governance subgroup and recommended to the board:

- Lone Working Policy
- Staff Expenses Policy

In terms of the latter, TC questioned whether volunteers, when car sharing, can also claim the additional 5p/mile for the additional passenger in the same way that staff can.

Board agreed this would be the case and although this is NOT made clear in the Volunteers Policy, it is something that will be addressed and amended when the policy comes up for review in February 2020.

Other proposed amendments agreed.

**6. Sub Group updates**

**Finance:**

- Minutes from meeting of 29 July tabled
- SR updated that:
  - o The pay review has been actioned
  - o Is happy with the budget as it currently stands
  - o Confirmed that the errors made by the accountant in respect of exit costs have been rectified.

-The confidential items discussed at this, and the Governance, subgroup meetings were discussed as staff members present were already aware of, and actively involved in the items discussed:

- o Recruitment to cover maternity leave has commenced. Advert for an intelligence support and finance assistant is currently live. This new role encompasses elements of Hannah Morton's (HM) role, along with HHS's, TC's and LM's to free up time to allow more robust cover for the more strategic elements of HM's role.
- o Closing date of the job is Friday 20 September with interviews taking place Friday 4 October. Role is fixed-term contract
- o Enter and view officer vacancy: This role is now vacant. However, given that funding for the role ceases at the end of March 2020, David Weinrable is currently providing skeleton cover (having previously been the officer himself). Current immediate commitment is for two visits to two GP surgeries (one of which is complete and the report has been submitted), and the second round of visits to the Hartington and Radbourne units at the end of this year/early 2020.

TC

**Governance:**

- Minutes from meeting of 29 July tabled
- Update of GDPR actions provided by HHS:
  - o Approached HW Northants and Rutland re conducting an audit on HWD's compliance with regulations
  - o Action plan has very few outstanding actions
  - o Internal meeting scheduled for Thursday 7 November to review actions.
  
- Following consideration by DCC legal team, a response has been sent to the FOI request.

**IIA:**

- IIA logs tabled
- JA felt it would be beneficial to have a short summary report from each IIA group giving recommendations for themes. This would not replace the full logs but instead provide succinct report to present to the board.

	HHS/HM
	BOARD MEMBERS
	HHS HHS
	LM
	TC

**7. Preparation for tender process**

- New contract is going to cabinet on 15 September which will confirm extension until end of March 2021
- The tender process for HWD is expected to commence Summer 2020
- JS invited board members, especially those with tendering experience, to form a tendering process subgroup. TR, SR and HOC expressed their interest. Will be revisited at October board meeting.

**8. Manager's Report**

- Contract extension - notice expected at end of September
- HHS agreed an extension to the office lease
- Staffing - conversations already minuted agenda item 6
- Mental Health Together: Funding due to cease end of this financial year. HHS to arrange meeting with key personnel to move forward conversations re future funding.
- Everything going well with contract monitoring of MHT/Serious Mental Illness projects
- Following a meeting to discuss Primary Care Networks (PCNs), HHS to scope potential engagement opportunities for HWD with networks.

**9. Service Improvement Plan (SIP)**

- Revised plan tabled for discussion, will be further reviewed in December
- LM to follow-up with Derbyshire Mind in respect of their website.

**10. Risks**

**Risk Register:** Revised register tabled. Low level risks now separated from the main register and will be reviewed annually.

**Health & Safety:** Not specifically H&S related, but TC advised that staff are to be issued with revised contracts by April 2020 due to some statutory amendments to employment legislation.

Staff will also be issued with up-dated Employee Handbooks at the same time.

**11. Any Other Business**

- TC advised that we have been allocated an initial three places for this year's Healthwatch England conference which is taking place in Birmingham on 1 & 2 October. TC will reserve three places
- TC advised that a new four-part BBC documentary, The Big Hospital Experiment following a group of volunteers working at Royal Derby hospital starts on Wednesday 4 September at 9.00pm
- HWD to be aware of a possible increase in issues of around health visiting.

TC

**12. Confidential Items**

Minuted separately.

**13. Date of Next Meeting**

Monday 14 October 2019, 1.00pm - 4.00pm.  
**NB: Not 13 October as per the agenda.**

(Staff Representative: Hannah Morton).

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



**Date: 02 September 2019**

**ACTION LOG:**

Item No	Details	By whom	By when
2	JS to discuss taking the LTP report to the next Health & Wellbeing Board (HWP) meeting	JS-HHS/HM	
2	HHS & JS to discuss student placements at HWD	HHS/JS	
5	Volunteer policy to include volunteers can claim an additional 5p/mile when car sharing with fellow volunteer/staff members	TC	
6	JA felt it would be beneficial to have a short summary report from each IIA group giving recommendations for themes. This would not replace the full logs but instead provide succinct report to present to the board.	HHS/HM	
7	Board members to express interest in forming a tendering process sub-group	ALL BMs	
8	HHS to arrange meeting with key personnel to move forward conversations re future funding of MHT	HHS	
8	HHS to scope potential engagement opportunities for HWD with Primary Care Networks	HHS	
9	LM to follow up with Derbyshire Mind in respect of their website	LM	SAP
10	TC to issue revised contracts of employment and employee handbooks	TC	April 2020
11	TC to book three places for HWE conference	TC	SAP

