	<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 14 October, 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	✓	
Marie Hannah (MH)	Vice Chair Executive Board Member	✓	
John Ainley	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	Hannah Morton Insight & Intelligence Manager	✓	



involve and engage with patients as part of the GP contract.

**4. Meetings attended and feedback:**

-MH reported that community services are going into the Royal Derby hospital. Suggested that UHDB are invited to provide an update presentation at a board meeting in the new year. JS to discuss and agree with Gavin Boyle and advise accordingly.

-JS attended regional Healthwatch meeting and it was agreed that either HHS and/or JS maintain attendance.  
JS advised that it was reported at this meeting that EMAS had been given a rating of “Good” following a CQC inspection.

-JS attended the recent Health and Wellbeing Board (HWB) meeting on 3 October at which, unprompted, the quality and contribution of HWD’s work was praised by senior attendees at the meeting.

**5. Policies and Procedures:**

Four policies considered by Governance sub group for recommendation to the board. No changes to the policies other than general grammatical amendments:-

- Recruitment of Ex-Offenders
- Redundancy policy
- Risk Management policy
- Secure handling and disclosure information

All agreed by the board and signed accordingly by JS.

**6. Business Continuity Plan:**

- Check list added
- TR: Fifth bullet should say notify and discuss key suppliers etc etc
- JS: Final bullet point should be third bullet point
- MH: Second bullet should include communication to the public, i.e. internal, external and public.

**7. Sub Group updates and reports:**

**Finance:** Minutes of last meeting (Monday 30<sup>th</sup> September) tabled.

HHS updated on current staffing situation. Closing date for maternity leave role is today, shortlisting tomorrow with interviews taking place on Wednesday 23 October.

LM having operation today and will be signed-off for two weeks.

Helen Aldridge has now replaced Hannah Monteiro as an Engagement Officer.

David Weinrabe continues to act as our Enter and View Officer.

JS

HHS

**Governance:** Minutes of last meeting (Monday 30<sup>th</sup> September) tabled. No further updates than what has already been discussed.

**IIA:** A newly developed condensed log was tabled showing the actions proposed by the decision making group against the key themes. It was felt by the board that this was a much more succinct report to present to the board.

TR suggested that this report also indicates how long individual themes have been on the HW radar for and monitor progress.

**8. Manager's Report:**

-HHS confirmed that all of the items for feedback from this report had already been discussed during this meeting, and therefore no further updates necessary.

**9. Service Improvement Plan:**

A refreshed version tabled by HHS for review at December board meeting.

**10. Risks:**

Risk Register: A slightly adjusted version tabled by HHS showing addition of PCN opportunity.

Health & Safety/Safeguarding: No concerns reported.

**11. Any Other Business:**

-In advance of HM commencing her maternity leave, JS offered his thanks and appreciation to her for her hard work, contribution and commitment she has shown to the organisation.

-The board appraisal morning will take place on Monday 9<sup>th</sup> December 1000-1200.

-JS to speak to HOC and MF about facilitating the appraisal process.

-This will be followed by Christmas lunch for all board members and staff 1200 -1330.

- The board meeting will follow lunch 1330 - 1600.

**The venue is yet to be confirmed but intention is The Lion Hotel in Belper.**

JS

TC

**12. Confidential Items:**

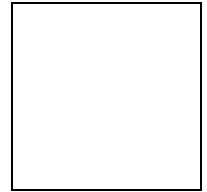
None reported.

**13. Date of Next Meeting:**

Monday 9<sup>th</sup> December, 2019. Timings as above.

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

**Date:**



**ACTION LOG:**

<b>Item No</b>	<b>Details</b>	<b>By whom</b>	<b>By when</b>
2	Arrange for filming of AGM speakers and role play.	HM/HHS	
3	Awareness of funding commitment for MHT in respect of redundancy notification.	HHS	
3	Opportunity for PCN work	HHS	Ongoing
4	Arrange update presentation from UHDB	JS	
6	Amendments to Business Continuity Plan	HHS	
11	Organise facilitation of board appraisal morning	JS	
11	Organise venue for board appraisal, Xmas lunch and board meeting 9 <sup>th</sup> December	TC	