

	<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>Scheduled for:</b>	20 <sup>th</sup> April 2020	
<b>Time:</b>	<b>NB: This was a virtual meeting owing to the Coronoavirus pandemic.</b>	
<b>Venue:</b>		
<b>Chair:</b>	John Simmons	
<b>Minutes noted by:</b>	John Simmons	
<b>Formatted by:</b>	Tammi Cooke	
<b>Distribution: HWD Board Members, HWD Team, HWD Website</b>		

**BOARD MEMBERS  
CONSULTED /  
PARTICIPATED:-**

NAME	DEPT / ORGANISATION	ATTENDED	APOLOGIES
John Simmons	Chair	✓	
Marie Hannah	Vice Chair		✓
John Ainley (JA)	Executive Board Member	✓	
Helen Barker (HB)	Executive Board Member	✓	
Shaun McElheron (SMc)	Executive Board Member (newly appointed)	✓	
Helen O'Connor	Executive Board Member	✓	
Sonia Rafferty(SR)	Treasurer	✓	
Trevor Ride (TR)	Executive Board Member	✓	

No	ITEMS	ACTION
1/2	Welcome and apologies: Apologies assume of Marie Hannah as unable to contact.	
3.	Appointment of new Board member: Board members considered the recommendation of the recruitment sub-group and agreed unanimously that Shaun McElheron be appointed.	
4.	Conflicts of Interest: None reported. SMc to complete the register.	SMc
5/6.	Minutes/Matters Arising: Minutes of meeting of 10 February 2020 confirmed as accurate.  <ul style="list-style-type: none"> <li>- JS to contact Gavin Boyle - Deferred</li> <li>- Letter to HWE, general reply received</li> <li>- Complaint to NatWest - Deferred</li> <li>- JA's report re GPs - Deferred until next 'real' meeting of Board</li> <li>- JA requested details of NHS East Midlands presentation to HWBB re Cancer Screening (<i>Copy forwarded</i>)</li> <li>- Request for notes following Board appraisal Dec 2019.</li> </ul>	JS  HOC
7.	Policies and Procedure: Copies of the following policies were submitted for consideration by Board members:- -Fire Safety -Equality & Diversity -Amendments to Constitution  All agreed unanimously. Constitution will require signing by all Board members.	Board members
8.	Sub Group Update: Copies of notes from sub group meetings circulated and noted accordingly.	
9.	Finance and Budget@ -Draft budgets previously circulated -Draft budgets agreed. Pay award to staff of 2% agreed. This includes HHS -Draft Budget now to be confirmed in a 'Balanced' format.	

- 10. SIP and Risk & Opportunities Register:  
Noted that these standing items deferred.
  
- 11. Any Other Business:  
Helen Barker requested a small change to draft Chair’s report for Annual Report.
  
- 13. Date of Next Meeting:  
  
Monday 8<sup>th</sup> June, 2020 1.00pm - 4.00pm.  
  
(Staff Representative: Niki Glazier) )
  
- 14 **Minutes prepared by HWD Executive Board Chair  
John Simmons:**



	CC (confirmed)

**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	F&A meeting
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	When ?

Commented [TC1]: When is the next F&A meeting?

Commented [TC2]: When is the next Gov subgroup