

Subject/Title:	Healthwatch Derbyshire (HWD) Executive Board Meeting
Held On:	Monday 10 August, 2020
Time:	1.00pm - 4.00pm
Venue:	Virtual MS Teams Meeting
Chair:	John Simmons
Minutes prepared by:	Tammi Cooke
Distribution: HWD Board Members, HWD Team, HWD Website	

Name	Position	Attended	Apologies
John Simmons (JS)	Chair	✓	
Marie Hannah (MH)	Vice-Chair	✓	
John Ainley (JA)	Board Member	✓	
Helen Barker (HB)	Board Member	✓	
Shaun McElheron (SMc)	Board Member	✓	
Helen O'Connor (HOC)	Board Member		✓
Sonia Rafferty (SR)	Treasurer	✓	
Trevor Ride (TR)	Board Member	✓	
Helen Henderson-Spoors (HHS)	Chief Executive	✓	
Tammi Cooke (TC)	Office Manager	✓	
Lee Mellor (LM)	Communications Officer	✓	

<p>1 Welcome and apologies: As above</p>	
<p>2 Minutes and matters arising: Minutes of last virtual meeting of 8 June 2020 agreed as accurate.</p> <p>-JS to contact Gavin Boyle - item deferred -Letter to NatWest - item deferred -JA's GP report - item deferred.</p>	<p>JS JS JS</p>
<p>3 Meetings attended and feedback: Nothing reported.</p>	
<p>4 ContentCal demonstration - Lee: -LM demonstrated the new ContentCal system to the the Board which is a digital communications planning channel. The system stores content ideas (added by staff) in a 'library' for consideration for inclusion in HWD external communications.</p> <p>The system prompts and captures patient feedback through content posted via digital platforms.</p> <p>Also, the system enables the capture of metrics to review how well content posted has been received and responded to.</p> <p>This presentation was made to IIA subgroup on 27th July where it was agreed that this was a positive move forward.</p> <p>Board recommended for Lee to negotiate a formal contract with the providers of the system as soon as possible.</p>	<p>LM</p>
<p>5 Policies and Procedures: The following policies had been reviewed by the Governance subgroup at the meeting on 27 July 2020, and recommended to the Board:</p> <p>-Device Policy: Accepted by the Board as a policy relevant for staff. JS to discuss with HHS implications for volunteers and include in Volunteers Policy -Accessibility Policy: Accepted by the Board -Complaints Procedure: Accepted by the Board -Conflict of Interest Policy: Accepted by the Board -Quality Policy: Accepted by the Board -Volunteers Policy: To be reviewed in relation to Device Policy as noted above -Media Policy: Accepted by the Board</p>	<p>JS-HHS (JS-HHS)</p>
<p>6 AGM: As discussed and minuted, the Governance subgroup recommended that this year's AGM takes place as a virtual MS Teams meeting at 0930 on Tuesday 29th September, 2020, followed by a Board meeting. Accepted by the Board.</p>	

<p>The Board members to stand down at this year’s AGM are Trevor Ride and Helen Barker.</p> <p>Format of meeting to be developed.</p>	<p>HHS/TC</p>
<p>7 Sub-Group updates:</p> <p>-Finance & Audit: Minutes of meeting held of 27 July 2020 agreed and accepted Board approval given for the extension of Chloe’s contact until the end of December 2020.</p> <p>-Governance: Minutes of meeting held of 27 July 2020 agreed and accepted.</p> <p>-IIA:</p> <ul style="list-style-type: none"> • JA commented that the direction of IIA has somewhat changed to be that of more collaborative and commissioned activities as opposed to being self-generated, and discussed this being a potential threat to the strength of HWD’s independence • HB asked about the recent non-attendance of lay representation at digital meetings. HHS stated that this was not due to accessibility issues for the representative but more so the changes in individuals’ personal circumstances. • JS discussed the positive feedback he frequently received in the past from the Health & Wellbeing Board (HWB) in relation to the work of HWD. 	
<p>8 Manager’s Report:</p> <p>-Derbyshire County Council has indicated that they are putting a business case together to extend the HWD contract until the end of March 2022, meaning that this will be due for renewal at the same time as the MHT contract</p> <p>-Aileen’s role is until March 2021</p> <p>-Niki is leading on early conversations around supporting engagement and involvement in the Living Well Derbyshire Project</p> <p>-A socially distanced agended team meeting took place on Thursday 23 July at Nailor’s Conference Centre in Belper. The whole team attended, and the day was deemed to be a success with everyone appreciating being able to communicate with colleagues face-to-face, rather than virtually</p> <p>A further meeting of this nature is taking place in September and the Board agreed that similar could be booked for October. HHS & TC will develop the format for the day.</p> <p>-The office has reopened with strict guidelines in place for staff wishing to use the office. These are reviewed regularly by TC and, as and when relevant, updated and circulated to staff for signature</p> <p>-A copy of the current workplan was circulated to Board members prior to the meeting for consideration. This version of the plan had already been reviewed by the IIA subgroup</p> <p>Request of SR that the document shows more activity details and more clarity in</p>	<p>HHS/TC</p>

<p>terms of the personnel named within the document, especially in terms of what their role is and the organization they work for.</p> <p>HB is developing a list of acronyms to aid understanding/clarity.</p>	HB
<p>9 Post Covid-19 Recovery Plan: Updated version of document shared with group members for reference.</p> <p>HHS confirmed that staff had not raised any queries/objection to the extension of the 2020 Christmas holiday period, nor the carrying over of a maximum of one working week (or the equivalent of for part-time staff) to be taken with the first three months of the 2021/22 holiday year.</p>	
<p>10 Risks:</p> <p>-Risk Register: In essence the risk and opportunities remain unchanged. Consider adding changes in COVID and post-COVID environment both as a risk and opportunity.</p> <p>-Health & Safety: The lift in the office building premises has today received and passed its Lift Operation and Lift Equipment Operation Regulations (LOLOER) inspection and deemed safe to use</p> <p>-Safeguarding: No safeguarding issues to report. TC advised the Board that HHS is consulting with our contract manager at DCC for guidance on seeking Adult Safeguarding training, in the absence of classroom-based training, for staff who are due/overdue to renew this. Additionally, TC has sourced an e-learning module for Children’s Safeguarding training which has been recommended to staff who are due/overdue for renewal</p> <p><i>Addendum: TC and HW have reviewed the status of DBS checks for staff and volunteers and are progressing with those who are due for renewal.</i></p>	
<p>11 Any other business: None.</p>	
<p>12 Confidential items: Noted separately.</p>	
<p>Date of next meeting: Tuesday 29th September at 0930 - AGM followed by Board on MS Teams</p>	

ACTION LOG:

Item No	Details	By whom	By when
2	-JS to contact Gavin Boyle - item deferred -Letter to NatWest - item deferred -JA’s GP report - item deferred.		
4	LM to agreed formal contract with ContentCal	LM	
5	Consider implications of Device Policy in terms of volunteers	JS/HHS	

6	Format of AGM	HHS/TC	
8	Format of October team meeting	HHS/TC	
8	List of acronyms	HB	