

Board Meeting Meetings
Monday 7th December 2020
Held virtually

In attendance:

John Simmons (JS) - Chair
 Helen Barker (HB) - Executive Board Member
 Shaun McElheron (SMc) - Executive Board Member
 Sonia Rafferty (SR) - Treasurer
 Trevor Ride (TR) - Executive Board Member

Helen Henderson-Spoors (HHS) - Chief Executive Officer
 Tammi Cooke (TC) - Office Manager

Helen Aldridge - HWD Engagement Officer
 Hannah Morton - HWD Insight & Intelligence Manager

Apologies:

John Ainley (JA) - Executive Board Member
 Marie Hannah (MH) - Vice Chair

1.	<p>Welcome and apologies As above</p> <p>JS formally advised the Board that: -Helen O'Connor has resigned from the board -Marie Hannah has given her apologies due to family illness -JS proposed, and it was agreed, that an open recruitment process will commence in the New Year with a view to recruiting two new Board members, taking the total membership to nine.</p>	ACTION
2.	<p>Minutes of last meeting and matters arising -HHS to discuss continuing attendance of a Board member at the weekly staff team meetings with the staff concerned, and advise Board accordingly -HB shared a list of acronyms for further input. Final list to be completed once additions have been included -Confirmed amendments made to the Business Continuity Plan -HHS confirmed that LM did provide a further update to the information he presented at the Board meeting on 29 September 2020 -HHS confirmed the care home work referred to at the September meeting will be circulated as soon as available.</p>	HHS HB
3.	<p>Meetings attended and feedback -JS reported very little activity had taken place in terms of the Health & Wellbeing Board (HWB), with key staff members occupied with the pandemic situation -LM continues to circulate the weekly bulletins from Joined Up Care Derbyshire (JUCD).</p>	
4.	<p>Policy review: All policies reviewed by the Governance subgroup and recommended to the Board.</p>	

	<ul style="list-style-type: none"> - Health and Safety Policy: Agreed and accepted. - Training Policy: Agreed and accepted - Covid-19 Policy: New policy agreed and accepted - Covid-19 Office Operation Procedure Risk Assessment: Operational document shared for completeness as was also reviewed by subgroup. <p>Board advised that the subgroup had agreed authority for sanctioning of changes to the Covid risk assessment to be given to HHS and TC without ongoing oversight by this subgroup. Board agreed.</p>	
5.	<p>Sub-Group updates:</p> <p>Finance: Minutes tabled separately. -It was agreed that HHS will provide details of forecasted variances against each budget line for discussion at the Finance & Audit subgroup in January.</p> <p>Governance: Minutes tabled. -No comments arising.</p> <p>Intelligence, Insight and Action: HWD Work Planner tabled. -HB felt that monthly IIA meetings were proving very helpful in keeping participants informed.</p>	
6.	<p>Manager's Report: Report tabled which included:</p> <ul style="list-style-type: none"> -DCC Contract: Extended until end of March 2022 and office lease extended accordingly -Mental Health Together: Contract also secured until end of March 2022 for NG and KD -HEE: Awaiting contract variation notice of an extension to Aileen Power's contract until end of March 2022 -Covid-19 risk assessment in place and signed by all staff. 	
7.	<p>Risks:</p> <ul style="list-style-type: none"> -Risk Register: Item 1.3 <i>Dependent on limited number of income sources</i> remain as a red risk and it was agreed the status is unchanged -HHS to add Covid related risks to the register -HHS to consider adding the potential engagement element for Mental Health Together (MHT) as an opportunity <p>Health and Safety/Safeguarding:</p> <ul style="list-style-type: none"> -Following the annual H&S review, HWD has been certified Covid-Safe by Peninsula -TC confirmed that all staff are up-to-date with their statutory safeguarding training -No safeguarding matters raised. 	HHS HHS
8.	<p>Any other business Nothing raised.</p>	
9.	<p>Confidential items Minuted separately.</p>	
10.	<p>Date of next meeting: Monday 15th February 2021 at 1300 on MS Teams, unless otherwise advised.</p>	

ACTION LOG:

Item No	Details	By whom	By when
2.	Attendance of Board members at weekly virtual staff team meetings to be considered	HHS	
2.	Complete list of acronyms	HB	
7.	Add Covid-related risks to Risk & Opportunities Register	HHS	
7.	Add mental health opportunities to Risk & Opportunities Register	HHS	