

## Board Meeting Minutes

**Monday 15<sup>th</sup> February 2021 at 1300 - MS Teams**

**In attendance:**

- John Simmons (JS) - Chair
- John Ainley (JA) - Executive Board Member
- Helen Barker (HB) - Executive Board Member
- Marie Hannah (MH) - 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

Sharon Mellors (SM) - HWD Engagement Officer

**Apologies:**

None

		ACTION
1.	<p>Welcome and apologies As above</p> <p><b>Conflicts of Interest:</b>                      -The Board deemed JA’s temporary contract to administer COVID vaccinations was not a conflict of interest.                      -HHS to add to conflicts of interest register to show transparency that this had been raised to the Board and considered accordingly.</p>	HHS
2.	<p>Minutes and matters arising Agreed as a true transcript of the meeting that took place on 7<sup>th</sup> December 2020.</p>	
3.	<p>Meetings attended and feedback                      -JA reported he had attended a Healthwatch England online Brand Workshop. On the back of this HHS assured that as the new Communications Officer, Chloe Cannon (CC), is developing a strong way forward and has some good ideas in terms of communications for the organisation, with the help and assistance of specialised external advice. To support her in this focus, IT issues have been transferred back to being the responsibility of the organisation’s external IT advisor.</p>	
4.	<p>Policies and Procedures</p> <p>All the following policies had been considered by the Governance subgroup and recommended to the Board for acceptance.</p> <ul style="list-style-type: none"> <li>-Safeguarding Policy: No major changes, agreed by Board.</li> <li>-Financial Controls: No major changes, agreed by Board.</li> <li>-Record Keeping and Retention: No major changes, agreed by Board.</li> <li>-Data Security Policy: No major changes, agreed by Board.</li> <li>-Data Protection Policy: No major changes, agreed by Board.</li> </ul>	

5.	<p>Sub-Group updates</p> <p>-Finance: Minutes table for consideration.</p> <ul style="list-style-type: none"> <li>• Contract meeting takes place on 16 February 2021. Agreed to recommend that underspend be retained for the future funding of an Enter &amp; View post</li> <li>• Board keen to ensure there are sufficient funds to enable support of CC in her Communications Officer role in terms of resources, training and personal development. HHS assured this and confirmed that the offer of additional relevant training etc is available to all staff members</li> <li>• HHS suggested CC puts together a communication plan for presentation to the next Board meeting in April</li> <li>• Board agreed to the renewal of the contract for external IT support by DBS Computing</li> <li>• The Risk Register is on the agenda as a standalone item for discussion.</li> </ul> <p>-Governance: Minutes tabled for consideration.</p> <ul style="list-style-type: none"> <li>• Discussion of extension of key staff notice periods to alleviate ‘single point of failure’ vulnerability to take place between HHS and JS. The recommendations are to be taken to next Board meeting in April.</li> </ul> <p>-Intelligence, Insight and Action: Minutes tabled for consideration.</p> <ul style="list-style-type: none"> <li>• Three points raised to discuss with IIA subgroup and provide recommendations of the way forward for consideration at April’s Board meeting: <ul style="list-style-type: none"> <li>-Oversight of reports</li> <li>-IIA attendance by Board members not already part of this subgroup</li> <li>-Use of acronym document</li> </ul> </li> <li>• Work Plan tabled to provide insight and update into current work plans.</li> </ul>	<p>HHS &amp; JS</p> <p>HHS-HM</p>
6.	<p>Manager’s Report: Verbal update only as most items discussed as standalone agenda items.</p> <p>-Contract meeting taking place on 16 February 2021. Newly allocated procurement manager will be in attendance</p> <p>-HHS formally welcomed CC to the staff team</p> <p>-HHS reported that the Care Home report had been presented to both Derbyshire and Derby City scrutiny meetings. The former resulting in TV coverage on the local news. Link to TV interview with HHS already shared with Board members.</p> <p>(SMc attended a planning meeting with Helen Walters, Volunteer Coordinator, and volunteers looking at a piece of work exploring why people are refusing/reluctant to have their COVID vaccination. This is an area that the CCG are particularly keen on gaining intelligence on).</p>	
7.	<p>Risks</p> <p>-Risk Register: Register had been reviewed by JS and did not identify need to any change</p> <p>-Future NHS reorganisation to be added to the register</p> <p>-Health and Safety/Safeguarding: Nothing to report.</p>	
8.	<p>Any Other Business</p> <p>-On behalf of the Board:</p> <ul style="list-style-type: none"> <li>• JS thanked SM for her attendance at the meeting as the staff representative</li> <li>• Welcomed back MH following a period of absence due to family illness</li> </ul>	

	<ul style="list-style-type: none"> <li>Offered condolences to SR for her recent and sad loss.</li> </ul>	
9.	Confidential Items None	
10.	Date of next meeting - Monday 19 <sup>th</sup> April at 1300	

## ACTIONS

Agenda item	Action	By whom/when
1	HHS to add JA's potential conflict of interest to the register and record it was not deemed to be a conflict.	HHS/ Asap
5	Presentation of communication plan for Board meeting in April	HHS-CC April Board Meeting
5	Discussion regarding of extension of key staff notice periods	HHS, JS April Board meeting
5	Three points to raise for discussion with IIA subgroup in order to provide recommendations for Board consideration - oversight of report, Board attendance at IIA meetings, use of acronym document.	HHS, HM April Board meeting
7	NHS reorganisation to be added to Risk Register	HHS