

Board Meeting Minutes

Monday 19th April 2021 at 1300
To be held by MS Teams call

In attendance:

John Simmons (JS) - Chair
John Ainley (JA) - Executive Board Member
Helen Barker (HB) - Executive Board Member
Marie Hannah (MH) - Vice Chair
Shaun McElheron (SMc) - Executive Board Member
Sonia Rafferty (SR) - Treasurer
Helen Henderson-Spoors (HHS) - Chief Executive Officer
Tammi Cooke (TC) - Office Manager
Chloe Cannon (CC) - Communications Officer

Aileen Power - MHT Engagement Officer

Apologies:

Trevor Ride (TR) - Executive Board Member

		ACTION
1.	Welcome and apologies As above	
2.	Minutes and matters arising -Minutes of meeting which took place on Monday 15 th February agreed as an accurate reflection of this meeting. -Matters arising: All matters/actions completed with the exception of a discussion around the notice period for key staff members.	
3.	Meetings attended and feedback -CC advised that following the Healthwatch brand workshop attended by JA that new resources are to be available next month and she will circulate once in receipt.	
4.	Communications Action Plan A communications record and the engagement plan were circulated as part of the papers for this meeting. A further full update was presented by CC -MH: Care Opinion is a feedback platform for health and social care services which could be deemed competition for HWD, and is being used by RDH. CC to explore the possibility of adding a link to the HWD website through the Care Opinion site -CC to explore with Sarah Jenkins-Jones the publication of a monthly column of HWD activities in media outlets -The CAP was deemed a useful source for the purpose of providing updated information on HWD activities for sharing to the wider audience -CC to check all Board members are included in the circulation of the monthly bulletins -CC advised that she is refreshing the website but is unable to give a firm indication of the timespan for completion as she is currently undertaking training to enable her to accomplish this. She will keep the Board updated as to her progress in this	CC CC CC CC

	<p>respect.</p> <ul style="list-style-type: none"> -The Board agreed that this action plan is easy to understand and is well presented. They offered their thanks to CC for her work in respect of forging ahead with the communications of the organisation. 	
5.	<p>Policies & Procedures All policies had been reviewed by the Governance subgroup and recommended to the board.</p> <ul style="list-style-type: none"> -Review of Constitution: Tabled version accepted. -Equality and Diversity Policy: Agreed and adopted -Fire Policy: Agreed and adopted -Review of Strategic Plan: Tabled version of review accepted pending a more urgent review at the Board meeting taking place on 9th August -Review of Volunteer Strategy: Accepted -Review of Engagement Strategy: Refreshed by Hannah Morton and the engagement team. Accepted. 	HHS
6.	<p>Subgroup updates</p> <p>-Finance:</p> <ul style="list-style-type: none"> -Minutes of F&A subgroup (23/03/21) tabled -HHS confirmed that it has been agreed that the full underspend of the organisation can be carried forward into the 2021/2022 financial year -HHS and SR are meeting on 29th April for SR to review and sign off bank reconciliations, discuss financial year end 20-21 and on-going discussions with Cameron Hughes with regard to their completing our annual accounts. HHS has an action from the finance subgroup 23/3 to clarify unrestricted and restricted funds which is to be advanced, and will be discussed on 29th April if figures are available by that time, or at the May finance subgroup if this is not the case. -In terms of pay awards, as per the F&A minutes, a proposal will be put to the Board for consideration at the June Board meeting -TC confirmed that the organisational chart, as circulated to members of the F&A and Governance subgroups, will be distributed with these minutes. This document will show the date it was last amended in the versioned footer and will be updated, and reversioned, as and when there is a change in staff/staff roles -A summary table of actions to be added to the end of the subgroup minutes, as is already in place at the end of Board minutes. <p>-Governance:</p> <ul style="list-style-type: none"> -Minutes of Governance subgroup (23/03/21) tabled -Discussion still pending between HHS and JS regarding staff notice periods. <p>-Intelligence, Insight and Action:</p> <ul style="list-style-type: none"> -Minutes of IIA subgroup (29/03/21) tabled and overview provided by JA as chair at that meeting -The next IIA meeting is scheduled for Monday 26 April at 11.00am. JA advised that meetings currently take place monthly. At the end of each monthly meeting the date is then set for the next month. 	TC/HM JS/HHS
7.	<p>Risks</p> <ul style="list-style-type: none"> -Risk Register: It was agreed that item 1.1 remains at medium risk. The reason for this to be added to the register to evidence that it has been assessed -An opportunity to be added to appropriately use the underspend carried over during 	HHS HHS

	<p>the 21/22 year.</p> <p>-Health & Safety: The office is open for use for a maximum of four people at any one time. All staff have been issued with, and are following the guidelines prescribed in the Covid-19 risk assessment.</p> <p>-Safeguarding: Nothing to report.</p>	
8.	<p>Any Other Business</p> <p>-SMc enquired as to whether the skills metric for volunteers was being maintained. HHS to pick this up with Helen Walters.</p>	HHS
9.	<p>Confidential items</p> <p>-Minuted separately</p>	
10.	<p>Date of next meeting</p> <p>-Monday 7 June 2021 at 1300</p>	

ACTION LOG

AGENDA ITEM NO	ACTION	BY WHOM/ BY WHEN
4	Explore the possibility of adding a link to the HWD website through the Care Opinion site	CC
4	Explore with Sarah Jenkins-Jones the publication of a monthly column of HWD activities in media outlets	CC
4	Check all Board members are included in the circulation of the monthly bulletins	CC
4	Provide update in terms of website refresh	CC
5	Review Strategic Plan	HHS/ For Board 09/08
6	Progress discussion around staff notice periods	JS/HHS
6	Summary of actions to be added at the end of all subgroup minutes	TC/HM
7	Add note to item 1.1 on Risk Register	HHS
7	Add opportunity to Risk Register in respect of use of overspend	HHS