

Healthwatch Sutton Board of Directors Meeting

2-4pm, Monday 9 January 2023
Granfers Community Centre, 73-79 Oakhill Road, Sutton, SM1 3AA
and via Zoom

MINUTES

Members of the board present:

Barbara McIntosh (BM) – Chair
Adrian Bonner (AB)
Janet Wingrove (JW)
Adrian Attard (AA)
Shiraz Sethna (SS) (via Zoom)
Noor Sumun (NS)
David Elliman (DE)

Staff team present:

Colin Wilson (CW) - minutes
Pete Flavell (PF)
Peace Kayode (PK) (via Zoom)
Alyssa Chase-Vilchez (AC-V)

Apologies:

Launa Watson (LW)

1 Welcome, apologies and notification of Any Other Business

1.1 BM opened the meeting and welcomed Alyssa, who started in December as Executive Officer on the SW London project. Everyone introduced themselves.

2 Minutes of previous meeting, held on 16 November 2022

2.1 The minutes of the previous Board meeting were agreed.

3 Matters arising

- 3.1 **PF to send a revised draft of the risk register to directors for their approval.** Action carried forward.
- 3.2 **Defibrillator** Cllr Dombey progressing, but has been ill which has caused a delay. **CW to confirm with Granfers Centre Manager** that she is happy to host it.
- 3.3 **Board recruitment PF in touch with AB's neighbour Mahendra about joining board.** BM also in touch with a possible trustee.
- 3.4 **Updates from Citizens Advice Sutton, Advocacy for All and "Have Your Say" form on our website PF to bring to next board meeting** in accessible dashboard format.
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- 3.5 **Comms strategy** Volunteer Cat Whitehouse recruited via Media Trust. CW meeting her on 1 Feb to begin strategy development. Will likely want to meet with trustees.
- 3.6 **Long Covid** report launched at AGM. Need to find out what peer support exists locally and link up with NHS services. **PF to liaise with Uplift and Healthwatch Surrey**. Other SW London Healthwatches have also done reports. There are issues with how any service for Long Covid is “badged”, since some people who (believe they) have Long Covid may not have had a Covid diagnosis, or may not have had Covid.
- 3.7 **Reserves** Dun from Community Action Sutton advises that 3 to 6 months of running costs is an appropriate level for reserves - we're in that range.
- 3.8 **Budget** Item “Other (governance and fundraising)” covers services from Community Action Sutton including rent, ICT support, photocopying etc.
- 3.9 **AGM successfully completed**. CW thanked trustees for their support.
- 3.10 **Cheaper broadband** – Broadband provision is procured by Community Action Sutton as part of our ‘support’ package so it would be difficult to change for just our organisation.
- 3.11 **Free hospital TV for the coronation** – SS has written to the King and the DCMS.

4 Memorandum and articles

- 4.1 PF proposed that we should reduce number of board meetings and remove category of Healthwatch members. Agreed after discussion not to make amendments.

5 SW London project

- 5.1 AC-V has started discussions with other Healthwatches, and is assessing which meetings and committees are most useful for her to attend. Also mapping current data Healthwatches hold. Agreed AC-V to attend board twice a year, will also share Collaboration and Co-ordination Committee papers with AA so that AA is aware of activity.

6 Project updates

6.1 Primary school mental health

9 schools have agreed to take part. 185 responses in so far from 2 schools. Good response rate possibly reflects widespread concern about pupils' mental health. We'll chase the remaining 7 by the end of January. PF attending meeting of primary head teachers on 25 January. BM met with head of CAMHS, they are short of resources, she

knows she has suicidal children who can't be seen for 6 weeks, hopes our results can be lever for change.

6.2 **Community mental health transformation**

Has been hard to get responses from service users. PF did baseline report, now we need to develop ongoing survey. PF meeting NHS staff, hoping to start survey in next few weeks. **PF to re-circulate baseline report.**

6.3 **Dentistry**

PF meeting with local dentist, rep on local dentistry committee and Charlotte Klass from London Regional Public Health Group.

6.4 **Core 20+**

Funding invested in activities including:

- choir in St Helier, aimed to improve participants' mental health
- event on the Shanklin estate themed around menopause
- event provided health services to homeless people, including access to a GP

Our involvement has now ended.

6.5 **Palliative care**

Survey ready for use. PK to assemble 180 packs for users, 50 for carers and 60 for bereaved people with support from volunteers, to go out by the end of next week.

6.6 **Care homes**

Hopefully visits to care homes will begin shortly.

7. **Date of away day**

7.1 **PF to ask Lorraine** to create Doodle for dates in w/c 15 May.

8. **Policies**

8.1 **Health and Safety policy**

CW to circulate current policy for comments, any revisions to be agreed at next board meeting.

8.2 **Adult safeguarding policy**

David to send two comments to PF and JW, with those amendments policy agreed in principle. Final agreement to go on agenda at next meeting.

8.3 **Child safeguarding policy**

We don't have a policy and we need one. **DE will draft a policy.**

9. **Safeguarding**

9.1 **Safeguarding training**

PF to develop brief guidelines on who needs training around adult and child safeguarding, how often etc.

9.2 **Adult Safeguarding Board**

PF to attend next meeting on 24 January instead of JW, or will arrange cover if he can't attend.

9.3 **Safeguarding Children's Board**

We can have a rep on this. **PF to circulate email** to all board members inviting volunteer.

10. **Together for Sutton**

10.1 More work has been done on subcontract, not signed yet. Current issue is inclusion of targets – PF feels those suggested are arbitrary and is not willing to sign. Hoping issues will be resolved and contract signed in the next few weeks.

11. **Warm spaces**

11.1 Would be useful to know what use is being made of warm spaces and food banks, how much information on health issues is made available, what health needs of users are. **PF to contact Mark, Food Bank manager, and to discuss issues with Nadine Wyatt.**

NEXT MEETINGS

Information meeting

2pm, Monday 6 February

Board meeting

6.30pm, Wednesday 15 March

ACTION LOG

Ref	Action	Who
3.1	Revise risk register, send to directors	PF
3.2	Check Granfers Centre manager happy to host defibrillator	CW
3.3	Continue discussions with Mahendra, possible trustee	PF
3.4	Collate user info from Citizens Advice, Advocacy for All and Have Your Say form for next board.	PF
3.6	Liaise with Sutton Uplift and Healthwatch Surrey to locate peer support services for Long Covid patients.	PF
3.10	Check if cheaper broadband is available.	PF
6.2	Re-circulate baseline report for community mental health transformation project.	PF
7.1	Ask Lorraine to create Doodle for awayday dates in w/c 15 May.	PF
8.1	Circulate current Health and Safety Policy for comments.	CW
8.2	Send comments on Adult Safeguarding Policy to PF and JW	DE
8.3	Draft Child Safeguarding Policy	DE
9.1	Develop guidelines on safeguarding training	PF
9.3	Email trustees inviting volunteer to sit on Safeguarding Children's Board	PF
11.1	Ask Food Bank for any data they hold about health issues. Contact Nadine Wyatt about health issues and warm spaces.	PF