**Healthwatch Sutton Board of Directors Meeting**

2pm, Monday 25 September 2023
Granfers Community Centre, 73-79 Oakhill Road, Sutton, SM1 3AA
and via Zoom

**MINUTES**

**Members of the board present:**

Barbara McIntosh (BM) – Chair

Noor Sumun (NS)

Launa Watson (LW)

Mahendra Patel (MP)

Janet Wingrove (JW)

**Staff team present:**

Colin Wilson (CW) - minutes

Pete Flavell (PF)

**Apologies:**

Adrian Attard (AA)

Shiraz Sethna (SS)

David Elliman (DE)

Adrian Bonner (AB)

**1 Welcome, apologies and notification of Any Other Business**

* 1. BM opened the meeting.

**2 Minutes of previous meeting**

2.1 Agreed.

**3 Matters arising**

3.1 MP induction progressing. **PF to arrange induction meeting, CW to add details to Charity Commission and Companies House records** once DBS check complete.

3.2 **JW to check available Long Covid resources.**

3.3 Michelle Rahman will attend Information session in December. **CW to invite Damian Brady to this meeting.**

3.4 CW has been sent child safeguarding policies by Brighton & Hove HW and Wigan HW. **CW to edit into draft HW Sutton policy for discussion at November board meeting.**

3.5 **CW to ask Andrew** about safeguarding training for trustees.

3.6 We need to review policies at November meeting. **CW and PF to discuss most effective format for discussion, CW to circulate papers** well in advance.

3.7 Once policies agreed, **CW to add selected policies to website**.

3.8 **CW to ask building manager** for more details about progress with defibrillator.

3.9 CW circulated comms plan including dates. **CW to talk trustees through Powerpoint** for use in outreach sessions at 2 October information meeting.

3.10 **PF to speak to Kate** about twice-yearly provision of health stats from Together for Sutton organisations.

**4 Reports on project work**

4.1 **Primary school mental wellbeing**
Report artwork almost complete. **CW to ask on Workplace** if any other Healthwatches can suggest recommendations or positive solutions, for example which could be used as a pilot locally. LW recommended BBC documentary series [Helping Our Teens](https://www.bbc.co.uk/iplayer/episodes/p0g8bw8f/helping-our-teens).

4.2 **Enter and View**
We don’t receive a large amount of feedback from the Council about our Enter and View reports and the impact they have. To discuss with Stephen Hardisty next week.

4.3 **Volunteers**
We will aim to make better use of existing volunteers before trying to recruit more.

4.4 **Maternity Care Project**
BM meeting with maternity mental health group. Need to consider cost of living issues in project. Lack of Health Visitors also an issue. **PF to meet with key stakeholders and report to November board meeting.**

4.5 **SW London Primary Care Access Project**
Alyssa defining project. **PF to invite her to November board.**

**5 Dentistry**

5.1 Other ICBs are taking creative initiatives around dentistry. Suffolk has set up a Community Interest Company to deliver services. **PF to discuss with SW London ICB** – could they do something similar?

**6 Staffing**

6.1 Interviews this week for Alyssa’s support role. Contract currently lasts till 2025.

**7 Finance**

7.1 **CW to share AA’s paper.** PF circulated draft budget for 2023-24.

**8 AGM**

8.1 Agreed we should use a similar format to last year, probably in November. **CW to ask Damian Brady to present.**

**9 AOB**

9.1 James Blythe, Managing Director of St Helier Hospital, reports high levels of attendance at A&E and is interested in working with us on this. **PF to contact his PA.** Need to clarify what data they already have and what they need.

**ACTION LOG**

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| **Ref** | **Action** | **Who** |
| 3.1 | Arrange induction meeting with MP | PF |
| 3.1 | Add MP’s details to Charity Commission and Companies House records once DBS check complete | CW |
| 3.2 | Check available Long Covid resources | JW |
| 3.3 | Invite Damian Brady to December info meeting | CW |
| 3.4 | Draft Child Safeguarding policy for discussion at November board | CW |
| 3.5 | Ask about safeguarding training for trustees | CW |
| 3.6 | Agree format for review of policies at November board, circulate appropriate papers | CW, PF |
| 3.7 | Add selected policies to website | CW |
| 3.8 | Ask Centre Manager for more details on defibrillator install | CW |
| 3.9 | Talk trustees through PowerPoint for us in outreach sessions at December info meeting | CW |
| 3.10 | Discuss with Kater provision of twice-yearly health stats  | PF |
| 4.1 | Ask other HWs on Workplace to suggest recommendations or potential projects re primary school mental wellbeing | CW |
| 4.4 | Meet with key stakeholders re maternity project, report to November board | PF |
| 4.5 | Invite Alyssa to November board to discuss primary care project | PF |
| 5.1 | Discuss possible dentistry initiatives with SWL ICB | PF |
| 7.1 | Send AA’s finance paper to trustees | CW |
| 8.1 | Invite Damian Brady to present at AGM in November | CW |
| 9.1 | Contact James Blythe’s PA re A&E issues | PF |

**FORWARD PLAN**

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| **Meeting** | **Agenda item/speaker** |
| **Information**2pm, Mon 2 Oct | * Stephen Hardistry, Sutton Council (2pm)
* Mark Tomlinson, Salvation Army Food Bank (3pm)
* Outreach PowerPoint
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| **AGM**Nov, date tbc | * Damian Brady (CW to invite)
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| **Board**6.30pm, Weds 15 Nov | * Q2 Finance
* Policy review including child safeguarding
* Alyssa re SWL primary care project
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| **Information**6.30pm, Weds 6 Dec | * Michelle Rahman (confirmed)
* Damian Brady (CW to invite)
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| **2024** |  |
| Jan board |  |
| Feb info |  |
| Mar board | Q3 Finance |
| Apr info |  |
| May board | * Review risk register
* Q4 Finance – Annual 23/24 Finance
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