

Board of Directors Meeting
 Monday 11th April 2022, 2pm – 4pm
 Online via Zoom

MINUTES

Members of the Board present:	Staff team present:
Barbara McIntosh (BM) – Chair	Pete Flavell (PF)
Adrian Attard (AA)	Gemma Abraham (GA) - Minutes
Adrian Bonner (AB)	Observers:
David Elliman (DE)	Shiraz Sethna (SS)
Noor Sumun (NS)	Apologies:
Janet Wingrove (JW)	Launa Watson (LW)

1.	Welcome, apologies and notification of Any Other Business
1.1.	BM opened the meeting and apologies were noted. There were no notifications of Any Other Business.
2.	Minutes of previous meeting held on 10th January 2022 for agreement
2.1.	The minutes from the previous Board meeting held on 10 th January 2022 were agreed.
3.	Matters arising (not covered elsewhere on the Agenda)
3.1.	COMPLETED ACTION: JW and BM to liaise about the Sutton Safeguarding Adults Board (SSAB) PF said that he has been approached by Anita Batish from SSAB. He has been asked to present the care homes report and he explained that there may also be an opportunity to support the SSAB with their engagement work. JW offered to join PF and Anita's meeting as she is the HWS representative. ACTION: PF and JW to meet with Anita Batish.
3.2.	CLOSED ACTION: PF to assess the probability and impact scores on the risk register. CLOSED ACTION: PF to include staff welfare on the risk register. It was agreed that these actions will be put on the Agenda for the Organisational Development Working Group to discuss.
3.3.	ACTION: PF to send a revised draft of the risk register to Directors for their approval. This action has been carried forward.
3.4.	ACTION: AB to approach RBI (Reed International) and Gibsons in regards to Board recruitment. These actions have been carried forward. AB explained that Andrew was going to approach RBI and Gibsons. However, Andrew has now left the organisation. It was agreed that the new Health Engagement and Projects Officer, Colin, will pick up this action.

3.5.	<p>The Board discussed how they would like to share feedback from the meetings they attend. The Board agreed that they would like to have an Information & Support meeting every 2 months where they will allow 45 minutes – 1 hour for discussion.</p>
<p>4. 4.1. 4.2. 4.3.</p>	<p>Staffing update</p> <p>PF explained that we have now recruited a Health Engagement and Projects Officer (subject to references).</p> <p>BM suggested that it would be beneficial for the Directors to discuss the role with PF and the new Health Engagement and Projects Officer to gain a better understanding of the role. The Board agreed.</p> <p>There was also a discussion around how the Health Engagement and Projects Officer role is financed.</p> <p>ACTION: PF to discuss how the Health Engagement and Projects Officer role is financed with the CCG.</p>
<p>5. 5.1. 5.2. 5.3. 5.4.</p>	<p>Project updates</p> <p><u>Long Covid</u> GA and JW explained that they sent 200 pre-packaged surveys to the Long Covid Rehab Service for them to send to their service users. We have received 74 responses. JW will begin the data analysis when she is confident we have received all the responses from the mail-out. ACTION: GA to ask Tom Williamson if all 200 envelopes have been sent to the Long Covid service users.</p> <p><u>Primary school children's mental health</u> PF explained that he has written a briefing document for BM to take to the primary school headteachers' meeting on 27th April to encourage the schools to take part in our project.</p> <p>There was a discussion around when the project should take place. Our first survey was carried out between December 2019 – March 2020 and the Board suggested that there may be variation in children's mood according to the season e.g. exposure to sunlight can improve depression. It was suggested that we should begin our project in the new school term to allow for comparison with the baseline data. ACTION: BM to ask the primary school headteachers their thoughts about the timing of the primary school children's mental health project.</p> <p><u>Community mental health transformation user experience system</u> PF explained that the response rate to our surveys for service users and their carers has been low. PF has suggested to Darren Fernandes at SWLS^tG that our volunteers carry out telephone interviews to boost response numbers. PF has not yet received a response from Darren.</p> <p><u>Dentistry</u> GA explained that our dentistry survey is now closed. We have received 98 responses and she will begin data analysis with PF next week.</p>

5.5.	<p><u>Core20PLUS</u> PF explained that South West London ICS has been successful as a national early adopter site for the Core20 Connectors Programme to tackle health inequalities.</p> <p>Healthwatch Sutton has been asked to be the delivery organisation for this initiative. PF is currently in discussions with Simon Breeze at Community Action Sutton and Nadine Wyatt at NHS Sutton on how we might deliver this initiative.</p>
6. 6.1.	<p>6. Quality Framework PF explained that the Organisational Development Working Group will have their first meeting on Wednesday 11th May. The Group will decide on the actions identified from the Quality Framework to complete before our new contract begins on Friday 1st July.</p>
7. 7.1.	<p>7. I&A service update The Board identified the need to work with Citizens Advice Sutton to improve the statistics in the reports they provide. ACTION: PF to discuss intelligence sharing with Citizens Advice Sutton as part of Making Informed Choices.</p>
8. 8.1.	<p>8. Finance 8.1. AA summarised the income and expenditure for October – December 2021. He advised the Board that he was happy with the figures and on the whole, our finances are healthy.</p>
9. 9.1.	<p>9. Our LBS Contract/Making Informed Choices 9.1. We were delighted to hear in January 2022 that we have been awarded the Making Informed Choices contract (as part of the consortium). Our new contract will come into effect on Friday 1st July and will be up to 7 years.</p>
10. 10.1.	<p>10. Representation at SWL ICP 10.1. PF explained that a business case has now been submitted to SWLCCG to agree the finance to employ a representative for the 6 local Healthwatch on the SWL ICP. SWLCCG have not yet responded to the business case.</p>
11. 11.1. 11.2.	<p>11. Healthwatch Board governance support – feedback request 11.1. BM explained that we have been approached by Healthwatch England for feedback on the support package they are intending to deliver to Chairs and boards members throughout 2022/23. The Board were unsure about what feedback Healthwatch England were seeking. ACTION: BM to contact Alvin Kinch at Healthwatch England to discuss their feedback request.</p> <p>11.2. PF explained that he will be attending a training session by Healthwatch England on 'How we can attract useful people to our board' on Friday 22nd April.</p>
12. 12.1.	<p>12. Health & safety policy & safeguarding policy for agreement 12.1. GA explained that the Health & Safety Policy and Safeguarding Policy need to be renewed. NS queried if a defibrillator was installed at Granfers Community Centre. ACTION: Directors to send their feedback on the health and safety and safeguarding policies to GA.</p>

	ACTION: GA to ask Marion O'Brien at Granfers Community Centre if a defibrillator is installed.
13.	Any Other Business
13.1.	It was agreed that the next Board meeting will be a hybrid meeting.
	Date of next meeting: Monday 9 th May 2022, 2pm – 4pm, Granfers Community Centre & Zoom

ACTION LOG

Ref	Action	Who	Deadline
3.1.	PF and JW to meet with Anita Batish.	PF & JW	09.05.22
3.3.	PF to send a revised draft of the risk register to directors for their approval.	PF	Ongoing
3.4.	AB to approach RBI and Gibsons in regards to Board recruitment.	AB	Ongoing
4.3.	PF to discuss how the Health Engagement and Projects Officer role is financed with the CCG.	PF	09.05.22
5.1.	GA to ask Tom Williamson if all 200 envelopes have been sent to the Long Covid service users.	GA	13.04.22
5.2.	BM to ask the primary school headteachers their thoughts about the timing of the primary school children's mental health project.	BM	27.04.22
7.1.	PF to discuss intelligence sharing with Citizens Advice Sutton as part of Making Informed Choices.	PF	Ongoing
11.1.	BM to contact Alvin Kinch at Healthwatch England to discuss their feedback request.	BM	19.04.22
12.1.	Directors to send their feedback on the health and safety and safeguarding policies to GA.	Directors	25.04.22
12.1.	GA to ask Marion O'Brien at Granfers Community Centre if a defibrillator is installed.	GA	25.04.22