**Board of Directors Meeting**

Monday 8th May 2017, 2pm to 4pm

Granfers Community Centre, Oakhill Road, Sutton, SM1 3AA

**MINUTES**

PRESENT;

Chair – David Williams (DW)

Treasurer -Adrian Attard (AA)

Vice Chair - Barbara McIntosh (BM)

Adrian Bonner (ABo)

Annette Brown (ABr)

Derek Yeo (DY)

IN ATTENDANCE;

Alison Navarro (AN) – SCVS

Pete Flavell (PF) – Healthwatch Sutton Manager

APOLOGIES;

Launa Watson (LW)

Shri Mehrotra (SM)

Tony Ward (TW)

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| Item |  |
|  | **Welcome and Apologies**  DW opened the meeting and apologies were noted.  **Notification of Any Other Business**  Grassroots, Communications and Engagement Officer post, Performance Management |
|  | **Minutes of previous meeting (27th March 2017)**  The minutes from the previous meeting were ***AGREED***  Actions from previous meeting;  ***PF*** *TO ASK* ***AN*** *FOR THE LBS ADVOCACY AND USER PARTICIPATION SPECIFICATION.*  **PF** advised that this has been superseded by the news that the Sutton Advocacy contract that included a number of strand of Advocacy work including Healthwatch Advocacy has now been awarded to Advocacy for All. No further information is known to those present at the time, though it was understood that the new contact will commence from 1 July 2017. **PF** agree to investigate further.  **ACTION – PF to contact Advocacy for All to find out the current situation regarding Healthwatch Advocacy.**  ***PF*** *to meet with Deborah Clay to look at funding for HW to visit care homes in Sutton.*  **PF** advised that this had not been actioned but would be covered under item 5 on the agenda. |
|  | **Matters arising**  Staffing update. The Board asked **PF** for an update on the Communications and Engagement Officer vacancy. **PF** advised that the post had been advertised for 3 weeks over the Easter period. 14 applications were received. Shortlisting was carried out and 5 applicants have been invited to interview. **PF** should be able to advise the Board of the outcome within the next two weeks. |
|  | **Healthwatch Information, Advice and Complaints Advocacy – update**  CAS provided a report of themes for our prioritisation item. |
|  | **Healthwatch New Priorities**  *For agreement – Board to read attached paper and decide the composition of our work programme*  **PF** presented the Board paper outlining the evidence that shows the priorities of local people, the JSNA findings, CAS stats and ran over the decision-making criteria/factors that could impact on the work programme. **PF** ran through the RAG rates table to aid decision-making at the end of the report.  The Board discussed at length issues for borough residents. In particular, Excess Winter Deaths stats, drugs and alcohol issues, care homes and early years (getting a good start in life) were discussed.  The Board agreed that the following issues could form part of the HWS Priorities for the next year and that would be refined and subject to final agreement once the new Communications and Engagement Officer is in post.  Getting a good start in Life – this would enable HWS to show how it is delivering a project around those less engaged.  Caring for People with Dementia - The Board agreed that the response to the ‘Caring for People with Dementia’ report was a project in itself, looking to take on the recommendations by bringing together a large number of key partner organisations.  Care Homes - From the priorities list there was discussion about whether Care Homes are already receiving sufficient scrutiny from other agencies e.g. CQC. However, it was agreed that no other organisation is looking at care home entirely from a resident and their families’ perspective. The volunteers are also keen to look at this area. It was agreed that this could be a project based on local people’s priorities. And that HWS could work in partnership with Age UK.  Central Sutton Health Centre - There was much concern about the engagement with local people of the development of local health centres, specifically the new Central Sutton Health Centre. The Board agreed that an engagement event concerning this development should be carried out. The Board considered how the existing GP Access report could still be used to influence issues around access the GP services at the new Centre and that HWS should seek to be engaged in the strategic and operational level discussions that are taking place around the development – in essence to operate as a critical friend.  STP- There was general agreement that engagement would be needed in the STP as it developed and that the STP subgroup would lead on this work. It would be considered a project in its own right.  A proposal was put forward to take the following projects forward for completion by the end of the current contract (September 2018)   * Mental Health (CYP Mental Health and Wellbeing Project * Sutton Health Centre Event * Dementia Report Action Project * Care Home Project * Early Years – Getting the best start in life * STP Engagement.   Timescale for these are in development and to be agreed.  **ACTION – BM to forward details of Graham Allen’s work relating to early years** |
|  | **Sutton Safeguarding Adults Board Agreement**  The Board discussed the implications of signing the agreement. The board agreed with the sentiment and ethos of the document, however, specific areas of the agreement did seem to set down requirements to ensure that resources are in place that could be found to be difficult to fulfil for a small charity with effectively 2 employees working on the core function. It was agreed that Healthwatch Sutton would sign up to the agreement. **AB** advised that she no longer wishes to sit on the safeguarding board. BM agreed to continue (**PF** as substitute)  **ACTION – PF to sign the document and submit to the SSAB** |
|  | **Headline report/Performance management**  **Inpatient project**  **PF** presented at the Epsom and St Helier University Hospitals NHS Trust Board meeting along with staff from the Trust. The presentation was very well received by Board members who asked a good number of questions. Ongoing monitoring of actions will take place at the IPEC meetings held by the Trust    **Outpatient project**  No new progress but monitored through the Trust’s IPEC meetings.  **Let’s make support work report**  **PF** is still waiting for a support workers provider list from LBS and has chased this through the LBS Performance Management meeting held in April.    **Caring for people with Dementia**  **PF** has met with Dave Lunn at the Riverside Centre, Brian the Dementia Nurse Specialist at the Memory Clinic in Cheam and has a meeting set up with the Admiral Nurses. All are keen to see if the idea of a Dementia Hub in Sutton can be developed. **PF** is in the process of getting the parties listed above and all the VCS organisations that were originally contacted as key organisations to set up a meeting that should happen in May.  **Mental Health**  **PF** is taking the plan to look at the mental health and wellbeing of young people in the Borough forward. He is speaking to the Children and Young People’s Forum in May to ask organisations to sign up to take part in a project group to move this work forward. |
|  | **Important/Urgent Highlights from Boards/Committees/Groups/Other**  There was insufficient time to go through these |
|  | **Any Other Business**  **PF** advised that the Grassroots funding has been agreed for another year.  **ABo** advised the Healthwatch has been acknowledged in his most recent publication that has been shared with **PF**. **BM** has also made a contribution relating to her experience with people with learning disabilities. **AN** suggested that Healthwatch could hold an event based around the content of the book. |
|  | **Date of next meeting – all meetings are held at Granfers Community Center from 2pm to 4pm on;**  **Monday 10th July 2017**  **Monday 11st September 2017**  **Monday 13th November 2017** |