**Board of Directors Meeting**

Monday 11th July 2016, 2pm to 4pm

Granfers Community Centre, Oakhill Road, Sutton

**MINUTES**

PRESENT;

Chair – David Williams (DW)

Vice Chair - Barbara McIntosh (BM)

Minutes – Sara Thomas (ST)

Pete Flavell (PF)

Susanna Bennett (SB)

Adrian Bonner (ABo)

Annette Brown (ABr)

Shri Mehrotra (SM)

Tony Ward (TW)

Launa Watson (LW)

Steve Triner (STr) – CAB

Alison Navaro (AN) - SCVS

APOLOGIES;

Treasurer -Adrian Attard (AA)

Nicky Davies (ND) - SCILL

Derek Yeo (DY)

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| PART 1 - PUBLIC | |
| Item |  |
|  | **Welcome and Apologies -** DW opened the meeting and apologies were noted.  **Notification of Any Other Business**  DW – LBS  SM – Body image film – to be covered under item 8. |
|  | **Minutes of previous meeting (14th March 2016) - *AGREED*** |
|  | **Matters arising - *(not cover elsewhere on the agenda)***  Action points from the previous meeting;   * Body image film - to be covered under item 8 * Pharmacy closures   + **ACTION - PF TO CONTACT SUTTON CCG FOR MORE INFORMATION ABOUT CLOSURES & CHECK WHAT OTHER HEALTHWATCH ORGANISATIONS ARE DOING AROUND THIS ISSUE.** * Director skills audit – to be covered under item 9 * Co-design piece of work with Sutton CCG.   + **ACTION – PF TO SPEAK TO MARY HOPPER ABOUT POTENTIAL CO-DESIGN PIECE OF WORK** |
|  | **Declaration of Interest Forms**  PF reminded Board members to complete and send their declaration of interest forms to the office. **ACTION – ST TO RE-SEND FORM TO DIRECTORS.** |
|  | **SCILL update**  Report tabled for information – see attached.    The Board requested it be noted that they would have liked some more detail about the last quarter Healthwatch information and signposting activities. |
|  | **CAB update**  STr gave an update on the Healthwatch complaints advocacy from last quarter.  See attached. |
|  | **AGM & Mental Health Engagement Event – 20 July**  The AGM & Mental Health Engagement event will be held on Wednesday 20th July from 3.30pm to 5.30pm at the Salvation Army, Sutton.  **Mental Health engagement event;**  Adrian Davey will be attending and will cover three areas; informing people about what services are commissioned in Sutton, the key issues around mental health in Sutton and plans for the future. Invites have gone out to members, Voluntary and groups and stakeholders.  **ACTION – ST CHECK IF ADRIAN DAVEY CAN STILL ATTEND.**  **AGM;**  Main business should last approximately 30 minutes and will include;  DW to chair the meeting  PF to cover the year’s projects  AA to give a finance update  Voting co-opted board members (Abo & LW)  SCILL and CAB have been invited to give short presentations.  **ACTION - PF & ST TO FINALISE AGENDA/PROGRAMME FOR THE DAY** |
|  | **Headline report/Performance management - *Verbal update***  **Inpatient Project**   * This project is coming to an end. To date Sutton has 88 completed forms, not aware how many Healthwatch Merton has. PF will check how many questionnaires we have for each ward and if there are low numbers it is thought volunteers would go back to some of the wards. PF has been carrying out observations on the wards and to date has yet to see a nurse wearing a “nurse in charge” badge. It is envisaged that a report with recommendations will be published in the Autumn this year.   **Outpatient Project**   * The outpatient report has been published and recently taken to St Helier Hospitals Improving Patient Experience Committee (IPEC), where an action plan has been agreed. PF will be attending the next IPEC meeting to check if the actions are been carried out. PF will also be attending the next London Borough of Sutton Scrutiny Committee to present the report.   **Body Image Project**   * Off the record recently run a Skycast (online TV channel), young people can go online, log on and take part in online discussions (similar to Skype and messenger). Off the record say they had approximately 10-15 people online. Off the record will be sending PF the transcript from the Skycast. * SM and Neena Mehrotra (Healthwatch volunteer) were meant to be meeting with a youth group called “Timeout” unfortunately this did not happen, SM expressed his dissatisfaction with the groups youth leader as they has arranged a meeting and she did not turn up and did not leave any messages/apologies. * DW said the Body image project is ongoing and if anyone hears of any groups that would like to see the film to let PF know.   **LD Support Worker Event**   * PF fed back that this was a positive event, with very good attendance (approximately 60 people). Participants were split into groups; PF and Dave from Sutton Mencap worked with the support workers, BM worked with the parents and Advocacy for All and Sutton Mencap staff worked with the people with learning disabilities. Dave from Sutton Mencap will be producing an easy ready report from the information collected.   **Annual Report**   * The annual report has been published and sent to members, voluntary and community groups and stakeholders. Positive responses have been received. |
|  | **Board Skills Audit**  PF is still waiting for one form from a director. Once this has been received PF will analyse and possibly look to take to the next Board away day. |
|  | **Important/Urgent Highlights from Boards/Committees/Groups/Other**  **Sutton Clinical Commissioning Group (CCG) Board**  DW attended the last CCG board meeting and fed back about the discussions and proposals for a new GP superior practice, discussions were around the different site options (Henderson near Shanklin estate and Robin Hood Lane) Robin Hood Lane seemed to be the preferred option. DW will keep the board up to date.  **Care Homes**  Following Care Quality Commission inspections, two Sutton Care Homes (St Mary Lodge and Cheam Cottage) one of which Sutton LINk had visited and reported concerns to the CQC and LBS, have been rated as “requires improvements” and “Inadequate”.  Pam contacted Pooja (LBS Safeguarding) who advised that this was an LBS issues not safeguarding at this stage and suggested a meeting with Nick Ireland and Patrick Hopkinson. BM and ABr are waiting to meet with Patrick Hopkinson to discuss the concerns further.  A discussion took place around LBS safeguarding being about individuals not buildings.  The Board agreed that BM will email Deborah Clay (Chair of LBS safeguarding Adults Board) to raise concerns.  **Vanguard Steering Group**  LW attended the last Vanguard meeting and reported back that someone would be in touch to meet with PF. |
|  | **Staff changes**  Susanna Bennett is leaving SCVS; Alison Navaro will be replacing her from 1st August 2016.  Pam (Howe) is moving and has given her notice to reduce her days, from the end of July 2016 Pam will no longer work two days for Healthwatch, she will continue her three days working on the commissioned work (PRG and PPG). |
|  | **Any Other Business**  **Susanna’s leaving**  DW requested that the invite for Susanna’s leaving do be sent to all Board members.  A discussion took place around the Board sending a leaving gift to Susanna.  ***It was agreed*** a collection would take place.  DW shared an extract from a magazine article regarding the recent investigation around Cllr Alan Salter for information. |
|  | **Date of next and future meetings (all meeting are held at Granfers Community Centre**  **12th September 2016 – 2pm to 4pm**  **14th November 2016 – 2pm to 4pm** |