**Board of Directors Meeting**

Monday 19th January 2015, 2pm to 4.30pm

Granfers Community Centre, Oakhill Road, Sutton

**MINUTES**

PRESENT;

Chair – David Williams (DW)

Vice Chair - Annette Brown (AB)

Minutes - Sara Thomas (ST)

Susanna Bennett (SB)

Pete Flavell (PF)

Pam Howe (PH)

Adrian Attard (AA)

Derek Yeo (DY)

Shri Mehrotra (SM)

Barbara McIntosh (BM)

APOLOGIES;

Sylvia Aslangul (SA)

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| **Item** |  |
|  | **Welcome and Apologies** **DW** opened the meeting and apologies were noted.**Notification of Any Other Business** **SM** – CQC Inspections**Declaration of Interest**None |
|  | **Minutes of previous meeting**Minutes from the previous meeting were ***AGREED.***  |
|  | **Matters arising**All action points from the previous minutes were marked as ***COMPLETE.***It was ***NOTED*** that all directors, staff and volunteers enjoyed the joint HWS Christmas lunch and that this year’s Christmas meal should be held jointly again. **Potential new HWS Director – *for* *discussion and agreement*****DW** and **PF** have met with Barbara McIntosh (**BM)** who would like to become a trustee/director for Healthwatch Sutton (HWS). **DW** proposed to co-opt **BM** as a trustee/director for HWS until the next AGM when BM can go through the election process. All ***AGREED*** to co-opt **BM** as a trustee/director of HWS until the next AGM.**BM** was invited to attend this meeting following her co-option to the Board. **DW** welcomed **BM** to the meeting and **BM** introduced herself to the Board.  |
|  | **Reviewing the way we work – *for discussion and agreement***The reviewing the way we work document sets out proposals for HWS to work effectively including the cessation of the HWS management group and creation of project groups to look at specific areas of work relating to the HWS work plan. **Cessation of the HWS Management Group** **PF** and **DW** explained the background and function of the HWS management group.A discussion took place and following this it was ***AGREED*** by all directors with the exception of one director that the HWS management group be terminated.**ACTION – PF WRITE TO MEMBERS OF THE MANAGEMENT GROUP THANKING THEM AND ADVISING THEM OF THE BOARD’S DECISION.** **Continuation of current Board meeting set up or move to an open part of the meeting**The following points were ***NOTED*** was ***AGREED;**** HWS Board meetings will be “meetings in public” (whereby members of the public are invited to attend as observers).
* If members of the public wish to attend the HWS Board meetings they must advise the HWS office within 48 hours of the HWS Board meeting.
* The dates for the HWS Board meetings will be made available on the HWS website and displayed on the notice board at Granfers Community Centre.
* The agenda for the HWS Board will be available on the day of the HWS meeting unless specifically requested in advance. Paper copies of Board papers will not be circulated prior to the meeting.

**Methodology of ensuring that feedback is received from SCILL, CAB and PRG** The following points were ***NOTED*** and ***AGREED***;* Copies of the performance management submissions from SCILL and CAB would be shared with the HWS Board on a quarterly basis. If the HWS Board would like more information from either SCILL or CAB they will be invited to attend and give feedback.
* SCILL and CAB as sub-contractors will be invited to attend the HWS Board meetings.
* **DW** and **PH** agreed to feedback relevant information from the PRG they will also meet with Ken Fish who represents HWS at the PRG meetings this will ensure the two-way communication is consistent.

**ACTION - PF TO ADVISE SCILL AND CAB OF THE CESSATION OF THE MANAGEMENT GROUP AND THE CHANGES TO THE SET- UP OF THE BOARD MEETINGS.** **Use of ‘Task and Finish’ groups to support and guide projects**A discussion took place around introducing task and finish or project groups to enable volunteers and members of HWS and the public to get involved in specific pieces of work. Following this discussion all ***AGREED*** to introduce project groups.**Continuation of quarterly themed ‘engagement events’**Following a discussion it was ***AGREED*** that the quarterly themed information and engagement events would continue as a valuable engagement process and that the themed areas would relate to the HWS work plan. **Agreement of new Lead roles and appointment of Directors to these roles** At the HWS director and staff away day it was agreed not to have lead directors for projects/areas of work but to have strategic leads/roles e.g. finance, human resources. A list of strategic roles will be circulated to directors for agreement and expressions of interest.**ACTION – PF TO PULL TOGETHER A LIST OF STRATEGIC ROLES AND CIRCULATE TO THE BOARD** |
|  | **Reviewing HWS Representation – *for discussion and agreement***In order for HWS to have effective representation at key strategic meetings across the Borough **PF** developed a process and criteria that could be considered when HWS receives HWS representation.A discussion took place and ***ALL AGREED*** to adopt the new process and ensure that the new criteria is met when considering requests for HWS representation. |
|  | **Representation – *for nomination and approval*** **Finance Lead for HWS****DW** is stepping down from the role of finance lead for HWS and asked if any other director would be interested. **DW** gave a brief outline of the role and the time commitment required. **AB** expressed an interest but is keen to take on other strategic HWS roles. All ***AGREED*** for **AB** to be interim director lead for finance.**PPESG (**Patient and Public Engagement Steering Group)**PF** attended the last meeting, and fed back that he was unhappy with the lack of consultation around the discussions and proposed models for co-commissioning of primary care services in Sutton. **PF** felt it should be a HWS director that attends on a regular basis to keep the consistency. **ST** also advised that the PPESG will only allow one HWS representative. A discussion took place and it was ***AGREED*** that **DW** would be the HWS representative. **ACTION - ST TO CONTACT PPESG AND ADVISE THEM OF THE NEW HWS REPRESENTATIVE** **CCG Quality Committee**The CCG have invited a representative from HWS to sit on their Quality Committee. Hilary Smith (former HWS director) used to attend as the HWS representative. **PH** explained to the Board the remit of the CCG Quality Committee. A discussion took place and it was ***AGREED*** that **AB** would represent HWS at the CCG Quality Committee. **ACTION - PF TO ADVISE CCG QUALITY COMMITTEE CHAIR OF HWS REPRESENTATIVE**  **Our Place Group****SM** had been invited to attend the Our Place Steering Group. The Our Place Steering Group is looking at supporting people with mental health in Sutton. **SM** is the official HWS representative all ***AGREED*** that **SM** should continue with this role and feedback any relevant information to the HWS Board. **DAA Steering Group** **AB** and **SM** are currently the HWS representatives on the Dementia Action Alliance Steering Group. **BM** expressed an interest in this group and it was agreed **AB** would lead on this group and **BM** would shadow **AB**. A discussion took place and all HWS directors ***AGREED*** for HWS as an organisation to sign up to the local Dementia Action Alliance and for all directors and volunteers to undertake the Dementia Friends training. **AB** also informed the Board that is looking into becoming a Dementia Champion.**ACTION ST TO INVESTIGATE HOW TO SIGN UP TO THE LOCAL DEMENTIA ACTION ALLIANCE AND ARRANGE THE DEMENTIA FRIENDS TRAINING FOR DIRECTORS AND VOLUNTEERS**  |
|  | **Headline report/Performance management – *for* *Information***The headline report was shown to the HWS Board for information. **PF** gave a quick update on the Children and Young Peoples piece of work.**PF** met with a local film company (Citizenship Media) and they are happy to work with HWS to produce a short film with young people around body image. **PF** also met with Keeley who runs InUnity a group that works with young people based in Roundshaw. Keeley is confident that she can help encourage young people to take part in the filming. It is envisaged this piece of work will be complete by May 2015.  |
|  | **HWS Volunteer Strategy - *for approval*** The revised HWS volunteer strategy was shown to the HWS Board for approval. **PH** went through the document explaining the need for change including the new volunteer roles. A discussion took place and all ***AGREED*** to adopt the revised HWS volunteer strategy.  |
|  | **Email Protocol – *for further discussion and agreement*****PF** reminded the HWS Board that it was a former HWS director that had requested having their own personal HWS email address. Following a discussion it was ***AGREED*** that the remaining HWS directors did not want to set up and use HWS email addresses and were happy to use their own email addresses.  |
|  | **Finance – *For information*** Year to date (April 2014 – Dec 2014) figures were shown to the HWS Board for information along with a copy of the Audited Accounts. The Audited Accounts were ***ADOPTED*** at this meeting. **HWS contract and future funding** **PF** and **DW** have a meeting with LBS on Thursday 22nd January to discuss the contract and funding for the coming year. **PF** fed back that LBS have always been very happy with the HWS quarterly performance management submissions and does not envisage any issues. **PF** will provide an update to directors after the meeting on Thursday.**ACTION – PF TO CONTACT DIRECTORS AFTER THE MEETING WITH LBS TO ADVISE THEM OF THE OUTCOME** |
|  | **Feedback from Strategic Meetings (exception reporting)****HWBB**No feedback **Scrutiny** No feedback **PPESG** Discussed under item 6. **Sutton CCG**No feedback **SWLCC**No feedback **One Sutton Commissioning Collaborative**No feedback **Sutton Transformation Programme Board – three sub committees** No feedback |
|  | **Any Other Business** **CQC Inspections** **SM** recently attended a CQC conference where they discussed Local Healthwatch organisations being involved in CQC inspections. **DW** explained that some of the Sutton GP practices have already been inspected. All directors felt the CQC needed to engage with the PRG to gather information prior to the inspections. |
|  | **Date of next and future meetings** ***(****all meetings will be held at* ***Granfers Community Centre, Sutton)**** **16th March – 2pm to 4pm**
* 18th May – 2pm to 4pm
* 20th July – 2pm to 4pm
* 21st September – 2pm to 4pm
* 16th November – 2pm to 4pm
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