**Board of Directors Meeting**

Monday 30th November 2015, 2pm to 4pm

Granfers Community Centre, Oakhill Road, Sutton

**MINUTES**

PRESENT;

Chair – David Williams (DW)

Vice Chair - Barbara McIntosh (BM)

Treasurer -Adrian Attard (AA)

Minutes – Sara Thomas (ST)

Pete Flavell (PF)

Susanna Bennett (SB)

Shri Mehrotra (SM)

Adrian Bonner (ABo)

Annette Brown (ABr)

Tony Ward (TW)

Derek Yeo (DY)

Frank Browne (FB) - SCILL

APOLOGIES;

Nicky Davies (ND) - SCILL

Tom Segurola (TS) - CAB

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| Item |  |
|  | **Welcome and Apologies**  DW welcomed everyone and apologies were noted.  **Notification of Any Other Business**  None  **Declaration of Interest**  None |
|  | **Minutes of previous meeting**  Action points from the previous meeting(7th October 2015);  PF to contact Board members to ask if they are interested in the strategic roles.   * PF to look into this before Christmas 2015.   ST to add Adrian Bonner to the Companies House and the Charity Commission.   * ST to re-send the forms to AB.   DY to confirm the ongoing interest of the new potential director and pass on their contact details to PF so that a preliminary meeting could be arranged.   * PF has contacts details and will contact the potential new director in due course.   ST to request Board assessment tool from Razia Sattar. ST to distribute to Board members and PF to collate responses.   * The Board assessment tool has been circulated; PF will collate the information received and produce a paper for the next Board meeting.   ST/PF/PH to organise DBS checks for all trustees and relevant volunteers.   * The DBS process is in place, the volunteers that took part in the Out Patient Project have had DBS checks. There are still some Volunteers and Directors that need to have their checks completed.   ST to set dates for next year’s Board meetings and book venue   * A doodle has been sent to all directors, ST is still awaiting a couple of responses.   AA to assess finances and establish potential marketing budget to year end.   * Item will be covered later in the agenda.   ST to arrange comms/engagement meeting after Nov Board meeting.   * Due to tender and budget restrictions the comms/engagement meeting will be postponed.   AA to report half year finances at November Board.   * Item will be covered later in the agenda.   **ACTIONS CARRIED OVER FROM PREVIOUS BOARD MEETING;**   * **PF TO SEND OUT A REQUEST FOR THE DIRECTORS STRATEGIC ROLES BEFORE END OF JANUARY.** * **ST TO RE-SEND THE COMPANIES HOUSE FORM TO ABO.** * **PF TO CONTACT POTENTIAL NEW DIRECTOR** * **PF TO COLLATE RESPONSES TO THE BOARD ASSESSMENT FORM AND PRODUCE PAPER FOR NEXT BOARD MEETING.** * **ST TO SET DATES/TIMES AND BOOK ROOM FOR 2016 BOARD MEETINGS.**   Minutes from the previous meeting (7th October 2015) were ***agreed.*** |
|  | **Matters arising**  None |
|  | **Headline report/Performance management – *for* *Information***  PF gave a verbal update on the current Healthwatch projects.  **Outpatient Project**  Healthwatch volunteers have been busy visiting different Outpatient departments at St Helier Hospital over the past month. Patients have been asked to complete a short questionnaire about their experience of using the Outpatient Departments. To date approx. 300 questionnaire have been received. There is a shortage of environmental questionnaires PF plans to visit the hospital to complete these. TW offered to help.  **Inpatient Project**  PF has met with Dave (Healthwatch Merton Manager) to look at working collaboratively on the Inpatient project. Healthwatch Merton has 10 fully trained Enter and View volunteers. PF plans to meet with Dave in January 2016 to discuss the project.  **Peer Review**  Healthwatch Sutton agreed to take part in a peer review and have been paired with Healthwatch Newham. PF will contact Healthwatch Newham to set a date to meet in January 2016.  **Working with Sutton Mencap**  PF has met with Dave Hobday from Sutton Mencap to look at doing a piece of work with people with a learning disability. PF advised Dave that there is a lack of resources, but is happy to meet him with BM in January 2016 to discuss further.  **Children and Young People**  Sutton Central Local Committee for Young People has given Healthwatch a slot to show the short film on Body Image at their next meeting. Neena Mehrotra and SM will present the film and facilitate a discussion. It is estimated that approximately 30 young people with attend.  Neena Mehrotra, SM and PF are planning to meet with Lee Oscko from the London Borough of Sutton to look at other avenues to engage with young people in January 2016.  PF and BM will also be attending a Healthwatch England meeting being held by the Children and Young People’s Mental Health Coalition on the 17th December 2015 to show the short film on Body image.  **ACTION:**  **PF TO CONTACT HEALTHWATCH NEWHAM TO ARRANGE A MEETING FOR JANUARY 2016.** |
|  | **Risk Map**  The Risk Map was completed last year by all directors.  It was agreed that all directors would re-visit this and change any of the figures to red if they feel they need changing and send to PF by **Wednesday 16th December 2015**.  **ACTION – ALL DIRECTORS TO LOOK AND IF NECESSARY MAKE ANY CHANGES TO THE RISK MAP AND SEND TO PF BY WEDNESDAY 16TH DECEMBER 2015.** |
|  | **Policy Pack**  A selection of policies was shown to the Board. PF explained that the policies shown were those needed for the Healthwatch Sutton tender should the Board wish to submit a bid.  **ACTION – ALL DIRECTORS TO GO THROUGH POLICIES AND SEND IN ANY COMMENTS TO PF BY WEDNESDAY 16TH DECEMBER 2015 – IF NO COMMENTS ARE RECEIVED DIRECTORS AGREED THEY WILL ADOPT THE POLICIES AS THEY ARE.**  **PF TO GO THROUGH THE SCVS HEALTH AND SAFETY POLICY TO ENSURE IT COVERS VOLUNTEERS AND LONE WORKING.** |
|  | **Finance – Q2**  AA produced an easy to read finance update including a 6 month projection. PF thanked AA for producing the update; all Board members were appreciative of the update. |
|  | **Feedback from Strategic Meetings**  **HWBB**  The last HWBB meeting was cancelled. The Healthwatch Body Image short film will be shown at the next meeting in January or March 2016.  **Scrutiny**  Jubilee Health Center – the gardens are looking better, grass has been laid.  **Sutton CCG**  Sutton CCG has been asked by NHS England if they would consider full delegation of primary care. Sutton CCG is in talks with NHS England over finance arrangements.  Royal Marsden won the contract to provider Sutton Community Health Services.  **SWLCC**  No relevant feedback – still moving towards full commissioning.  Healthwatch has a place at the PPESG (Patient and Public Engagement Steering Group). PF and DW plan to meet with Sally Brearley (who Chairs the PPESG) in the new year.  **South West London Healthwatch Partnership**  PF and DW fed back that there were some good discussions about working collaboratively at the meeting they attended.  **One Sutton Commissioning Collaborative**  Last meeting was cancelled – no feedback.  **Epsom and St Helier Quality Account**  The Trust reported that they are not meeting their targets e.g. C-Diff and MRSA. All Epsom and St Helier staff will be taking part in dementia friends training.  A discussion took place about the recent CQC inspection; the report should be available by March 2016. All CQC inspection reports are available on the CQC website ([www.cqc.org.uk](http://www.cqc.org.uk)).  **Sutton Transformation Programme Board – three sub committees**  The group are starting to pull together a multi-disciplinary team and look to have this in place by April 2016.  **Other meetings**  **PRG**  Reena Barai (local Pharmacist) delivered an informative presentation and expressed how ill-used pharmacies are.  **SCILL Information and Advice Service**  FB gave an update on the Healthwatch/ SCILL information team.  The team have been busy visiting GPs and putting up posters in most surgeries. SCILL continue to have an information stand in the restaurant at St Helier and in the Jubilee Health Centre. The team also plan to re-visit all pharmacies.  A brief discussion took place around the closure of activities sessions at the Alzheimer’s society. FB has met with a new member of staff from the Alzheimer’s society who confirmed they are delivering information sessions as oppose to activity sessions.  TW said some of the people that use to attend “singing for the brain” and the “Memory Lane Café” are wanting to try and start the sessions up again. |
|  | **Any Other Business**  DW and PF will be meeting with Daniel Elkeles (CEO of St Helier) in the near future to discuss the recent CQC inspection.  A reminder to all directors the Healthwatch Christmas Meal will be held on Wednesday 2nd December at the Grange, Hackbridge. |
|  | **CONFIDENTIAL ITEM**  Minutes produced separately |
|  | **Date of next and future meetings**  ***(all meetings will be held at Granfers Community Centre, Sutton)***  **TBC** |