

## Healthwatch Doncaster - Minutes of Board Meeting

Monday 2<sup>nd</sup> June 2014

**Venue:** Healthwatch Doncaster Office, Conference Room  
**Time:** 10am to 12pm  
**Members Present:** Ann Gilbert (AG), Arnold Ntiege (AN), John Burke (JMB), Kay Kirk (KK), Sheila Barnes (SB), Ayodele Adenekan (AA), Piotr Adamczyk (PA), Debbie Osborne (DO)  
**In Attendance:** Akhlaq Hanif (AH) Signposting & Information/Minute-taker, Paul Ritchie (PR) Service Development Lead

	Agenda Item	Action	By
1	<b>Welcome/Introductions/Housekeeping</b> Introductions were made and group informed as to what to do in the event of an emergency. SB reminded Board of principles of respect and listening to each other.		
2	<b>Apologies.</b> KK/AN informed that they would be late into the meeting.		
3	<b>Declarations of interest</b> DO/SB raised Carers Forum letter about Carers Strategy the former had brought into the meeting. PR said this could fall into HW business and not conflict of interest.		
4	<b>Agree/sign off minutes of previous meeting.</b> Previous minutes agreed and signed off by the board.		
5 / 6	<p><b>Matters and actions arising from previous meeting.</b></p> <p><b>Matters Arising</b> Invitation to Rupert Suckling/Tony Baxter has been sent for them to attend 30<sup>th</sup> June board meeting. Victor Joseph from Public Health will attend board meeting on 30<sup>th</sup> June and AG suggested for support team to be present during his presentation.</p> <p><b>Finance</b> PR advised the board that they needed to agree a work plan before being able to allocate the funds to cover particular areas of work. PR suggested that the board have an overview of funding at each meeting and have some input into how funds are allocated. Subsequent first Finance meeting planned was cancelled. PR suggested that they agree and implement the executive committee first then look at how and who decides and manages funds.</p> <p><b>Letter to Sandringham Practice</b> SB had a reply from Dr Hassan at the practice and that they had done a report. In a phone conversation on April 23<sup>rd</sup> with him, SB said was unable to disclose further details but SB advised for the practice to improve areas such as being non-confrontational etc which he accepted. SB said HWD would need to keep an eye on this if further issues were raised.</p> <p><b>Board appointment</b> JMB raised query that previously it was said that a potential</p>	<p>Invite support team for Victor Joseph presentation</p>	JR

	new board member would be present at this meeting having been interviewed. PR said no-one had been interviewed and that a meeting would take place this upcoming Friday. JB/SB would have a meeting. Board conducted a discussion on criteria for next appointment.		
7	<p><b>Proposal for Board Decision - HWD Executive Committee</b></p> <ul style="list-style-type: none"> <li>• <b>Agree Terms of Reference</b> - signed off by the board</li> <li>• <b>Agree process of application and appointment</b> - write 500 words max on why they want to be on Executive Committee - agreed by the board</li> <li>• <b>Agree implementation timescales</b> - agreed by the board</li> </ul> <p>PR described the commitment required for the role and said there would be four members including the HWD chair. If 5 or more expressed interest for the committee then it would be decided by a vote. If only four applied, then they would automatically get a position on the committee board.</p>	<p>Forward expression of interest to JR by Monday 16<sup>th</sup> June</p> <p>Issue expression of interest documents to the board</p>	<p>All</p> <p>PR</p>
8	<p><b>Proposal for Board Decision - HWD Chair Post</b></p> <ul style="list-style-type: none"> <li>• <b>Response to lack of applications</b> PR confirmed there had been no applications for Chair. Board dismissed advertising options due to cost.</li> <li>• <b>Options for interim and long term solution</b> PR explained options available, such as joint-chair positions which would alleviate the work-load and allow one joint chair to be the 'face' of HWD whilst a second chair worked on business development etc. One would sit on Executive Committee. Joint chair proposal accepted by the board. Expressions of interest to include a 1000 word max limit on why they want the position.</li> </ul> <p>AG agreed to help PR in the assessment process for the joint-chair roles. PR said hoped to have an appointment in place by end of next week which was accepted by the Board.</p>	<p>Send a template of joint-chair job roles to board members</p> <p>Expressions of interest for joint-chair to be sent to PR by Monday 9<sup>th</sup> June</p>	<p>PR</p> <p>All</p>
9	<p><b>Any other business</b></p> <p><b>Carers Strategy:</b> Board put forward a response for Martin Walker (DMBC) to set out plans for HWD to feed into the carers strategy. PR agreed to draft a response to Martin for the board to approve.</p> <p><b>Board representation at meetings</b>  <b>Doncaster Dementia Strategic Partnership and Doncaster Dementia Action Alliance</b>  <b>Personalisation Conference</b> - KK/DO  <b>NHS Open House Event, York</b> - PR provided details if anyone was interested  <b>CQC HW Advisory Conference</b> - JR/JB  <b>Dental Professional Network Steering Group</b> - PA/KK showed interest in attending once finalised</p> <p><b>Volunteer Inductions</b> All board members requested to attend inductions</p> <p><b>Enter and View Training held on 2<sup>nd</sup> May</b> JMB requested for more dates as was unable to attend last</p>	<p>Forward to Engagement Group Respond to Martin Walker</p> <p>Forward <i>REPS AT MEETINGS ORG NAMES AND REPORTS</i> to the Executive Committee when formed</p> <p>Speak to Sandie Hodson to arrange</p> <p>Look into further E&amp;V training dates</p>	<p>KK</p> <p>PR</p> <p>JR</p> <p>All</p> <p>JR</p>

<p>time.</p> <p><b>Social Enterprise set up</b> JMB queried the setting up of a Social Enterprise for HWD (registering with Charity Commission etc). PR advised it would be completed by the Executive Committee.</p> <p><b>BPL Business Case 'Integrated Condition Management Programme (ICMP)'</b> Board discussed this but did not want to commit to be part of this business case</p> <p><b>Engagement Update</b> KK said coffee morning to be held end of June with a theme of carers needs. Meeting with Dot Head this week to discuss 8<sup>th</sup> July big event they are planning at Salvation Army with work done on themes/events taking place at the time. Also confirmed Healthwatch Ambassadors as the name for volunteers which was accepted by the Board and that she would be popping into the office for a few hours weekly to discuss volunteering aspect with support staff.</p> <p><b>Meeting Feedback</b> AG and KK met with project commissioner to discuss a role for HWD in doing research with patients who have or are going through rehabilitation and assessment. It was agreed that some funding would be available to support project activity by HWD. A meeting is to be held on 4<sup>th</sup> July to discuss the project and the required role of HWD. A business case for support would then be submitted. The Board agreed to KK attending the meeting on behalf of the Board.</p> <p>JMB offered apologies for not being able to attend next board meeting on 30/6/2014.</p>	<p>Speak to BPL representative to confirm rejection of involvement in this business case Forward BPL contact details to SB</p> <p>Feedback on next meeting</p> <p>Speak to Jackie Pederson about 16/6/14 meeting about whether to attend Attend 4<sup>th</sup> July project team meeting</p>	<p>SB</p> <p>AH</p> <p>KK</p> <p>KK</p> <p>KK</p>
<p><b>1</b> <b>Date, time, venue of next meeting</b> <b>0</b> 30<sup>th</sup> June 2014, 10am-12pm at HWD</p>		