

Healthwatch Doncaster - Minutes of Board Meeting

Monday 31st March 2014

Venue: Healthwatch Doncaster Office, Conference Room
Time: 10am to 12 noon
Members Present: Ann Gilbert (AG), Arnold Ntiege (AN), John Burke (JMB), Kay Kirk (KK), Sheila Barnes (SB), Ayodele Adenekan (AA), Debbie Osborne (DO)
Apologies: None
In Attendance: Akhlaq Hanif (Signposting & Information/Minute-taker) (AH), Paul Ritchie (Service Development Lead) (PR).

	Agenda Item	Action	By
1	Welcome/Introductions/Housekeeping. Introductions were made and group informed as to what to do in the event of a fire.		
2	Apologies. Janet Beecher.		
3	Declarations of interest. None		
4	Agree/sign off minutes of previous meeting Previous minutes signed off by the board.		
5	Matters arising from previous meeting PR said hoping to meet with CVS/New Horizons about better care fund. When discussing issues with GP surgeries, AG advised to raise specific issues with them and SB noted that she intended to do so. AG said she had not met with Janet Beecher about hosting a Dementia event as was noted the Dementia Friendly Doncaster awareness initiative was being held so wouldn't be wise to do another event based on Dementia when there is another bigger event taking place. KK suggested there could be an engagement opportunity at event. PR advised to discuss themes at strategy meetings and feed back to the board going forward to meet its work plan objectives.	Discuss themes at Strategy Group meeting and feed back to Board.	PR
6	Actions from previous meeting Previous minutes received and agreed with no amendments.		
7	HWD authorised representatives at meetings/events updates AG discussed plans to create NHS online support for smokers that was discussed at CCG meeting and how the process had gone unnoticed and not thoroughly discussed prior to announcement of it. PR advised for HWD to potentially discuss impact on people.	AG to send report on executive summary from CCG to board members	AG
8	Support team updates PR confirmed that financially we were to break even by the end of the year. Year 2 budget is healthy. SB asked about consultation on the budget and PR explained how it would be done		

	<p>with AA as the lead representative on finance reporting to the board. AA asked about the publication of finance reports and PR replied that reports are received monthly but that they would sent to the board/strategy group on a three month basis or quarterly. PR explained process of the board being responsible for finances with AA leading but the board collectively making decisions.</p> <p>It was discussed that support team updates to be provided as a brief paper copy with time allotted in agenda for board to ask questions. Strategy meetings would receive support team updates rather than board.</p>	PR/JB to discuss how to see information on support team and how to present it	PR/JB
9	<p>Any other business</p> <p>DO provided letter from Doncaster Carers Forum about HWD involvement in Doncaster's Carers Strategy. Board were unsure as what DMBC wanted from HWD.</p> <p>In relation to Doncaster Pharmaceutical Needs Assessment request for an invite to board meeting, board agreed for them to come in on 28th April. KK mentioned Dementia Friendly Doncaster and their regular meetings which was suggested Sandie Hodson could attend.</p> <p>KK queried delays in expenses that had not been deposited.</p> <p>JMB queried on updates on three new board members that had been mentioned a few weeks ago at a board meeting and asked for those people to be informed on the latest on their application. PR informed the Board C Federation will set up email address if required - all agreed.</p>	<p>JR to go back to Martin Walker to get clarification on what they want from us.</p> <p>JR to arrange date for them to come in.</p> <p>Chase payment.</p> <p>JB to provide latest update on three board members</p> <p>Set up email addresses</p>	<p>JR</p> <p>JR</p> <p>JR</p> <p>JB</p> <p>JR</p>
10	<p>Date, time, venue of next meeting</p> <p>It was agreed that board meetings would be once a month and on the last Monday of every month, starting from 28th of April. Board meetings falling on a Bank Holiday would move over to the next week.</p>		