

Healthwatch Doncaster - Minutes of Board Meeting

Thursday 25th August 2016

Venue: Healthwatch Doncaster Office, Conference Room **Members Present:** Andrew Bosmans (AB), Deborah Hilditch (DH),

Debbie Osborne (DO), Michelle Shore (MS), Steve Shore (SS),

Sheila Barnes (SB)

Apologies: Andrew Goodall, Vic Holbrey

In Attendance: Akhlaq Hanif (AH) Administrator/Minute taker

| | Agenda Item | Action | Ву |
|---|--|---------------------------------------|------|
| 1 | Welcome/Introductions/Housekeeping | | |
| | SS welcomed everyone to the meeting and | | |
| | housekeeping matters completed | | |
| 2 | Apologies | | |
| | Andrew Goodall, Vic Holbrey | | |
| 3 | Notes of the last meeting | | |
| | See item 6 | | |
| 4 | Declarations of interest | | |
| | None – SB did confirm she was no longer a | | |
| | governor at Rotherham Doncaster and | | |
| | South Humber NHS Foundation Trust | | |
| 5 | Agree/sign off minutes of previous | | |
| | meeting | | |
| | HWD Board meeting minutes of 28th July | | |
| | 2016 agreed and signed off | | |
| 6 | Matters arising/actions from previous | | |
| | meeting | | |
| | Letter to NHS Doncaster Clinical | Complete letter to DCCG & SYPCC | SS |
| | Commissioning Group (DCCG) and the | | |
| | South Yorkshire Police Crime Commissioner | | |
| | (SYPCC) re: the closure of the Street Triage | | |
| | Service not completed but SS to action | | |
| | ASAP | | |
| | Relevant paperwork for membership of the | Liaise with Doncaster Chamber to | SS |
| | Doncaster Chamber have been assembled | complete membership for HWD | |
| | with SS to proceed until its completion | · | |
| | Discussions held with the local not for profit | | |
| | health company by SS and he will be | | |
| | continuing these with their commercial | | |
| | director. | | |
| | Meeting with DCCG Chair David Crichton | Arrange meeting with DCCG Chair | SS |
| | not yet arranged but aiming to meet in | Trange meeting with Bees chair | |
| | September '16. | | |
| | Coptollibol 10. | | |
| | Andrew Goodall aiming to complete a paper | | AG |
| | for the Board for September's meeting re: | | / (3 |
| | Media strategy. | | |
| | Modia Stratogy. | | |
| | Individual staff letters not finalised. | Arrange a date to complete individual | MS/D |

| | | staff letters | Н |
|---|--|---|----|
| | Letters have been drafted to send to Paul Ritchie and HWD's patron. | Proof check and sign off | SS |
| | MS to pick up issue over disabled parking bay at Cavendish Court and signage at the front of the office with the Landlord. All other actions completed | Discuss with landlord and report back | MS |
| 7 | Chief Operating Officers report As the Chief Operating Officer was not in attendance, discussion points picked up from a briefing paper left for the previous week's Executive Meeting Freedom of Information request: Board informed a holding reply has been sent with the aim to provide a full response by the required date. It was noted as per policy, that the reply be sent to the Board before | Forward the prospective reply to Board members | AG |
| | submission. Executive Meetings: It was agreed any previous arrangements to be disbanded and for the meetings to be held on the second Thursday of every month, at 9am, at the HWD office. Infomatics: AH summarised the presentation provided by LHM on this package and it was reaffirmed for SB to continue her work on manual coding and | Send calendar invites for new Executive meeting dates | АН |
| 8 | analysis of the feedback data. NHS Expo – 7 th /8 th September 2016 Andrew Goodall will be attending one day of this event which Healthwatch are eligible for free tickets. A range of different workshops over the two days are available. | Circulate Expo details to the Board | AG |
| 9 | Young Healthwatch Budget & Terms of Reference – Debbie Osborne Young HW meeting held yesterday when the Terms of Reference were agreed. Board were keen to encourage Young HW to attend full Board meetings so requested amendments referring to this invitation, in addition to having an item agenda for Young Healthwatch at a specified Board meeting in the year. Board approved the Terms of Reference with the aforementioned amendments completed. Minutes of Young HW to be sent to the Board also. DO gave an overview of a forthcoming event by the Ladder Group on 6/10/16 at Doncaster College which Young HW could work in partnership but it needs financial approval. Matters relating to the financial | Forward amendment notes to Sandie Hodson | AH |

| | <u>, </u> | | 1 |
|----|--|-------------------------------------|----|
| | procedure also confirmed. Board agreed in | | |
| | principle to support the event and make a | | |
| | contribution towards it for Young HW. | | |
| 10 | Finance update | | |
| | AB/SS to meet Andrew Goodall on 26/8/16 | | |
| | to discuss existing financial matters. | | |
| 11 | STP – Letter from the local Healthwatch | | |
| | organisations to Sir Andrew Cash | | |
| | No information provided to the Board, to be | | |
| | discussed at the next Executive Meeting | | |
| 12 | Future tender opportunities | | |
| 12 | | Produce a policy relating to tender | DH |
| | DH provided an overview of the event she | Produce a policy relating to tender | חט |
| | attended alongside Sandie Hodson on | and Board declarations of interest | |
| | 19/8/16 to learn about funding opportunities | | |
| | to provide a sustainability and capacity | | |
| | building program for third sector providers. | | |
| | DH is producing a paper for the Board to be | | |
| | submitted at the next meeting. Board agreed | | |
| | to delegate responsibility for the on-going | | |
| | research into this opportunity to DH. | | |
| 13 | Any other business | | |
| | | | |
| | SB forwarded issues raised from the last | Raise points on mental health in | SS |
| | Engagement group meeting on 17/8/16: | schools/decommissioning of services | |
| | Mental Health awareness in schools and | at next Health & Wellbeing Board | |
| | de-commissioning of services | meeting | |
| | (incidentally, this topic raised at the young | | |
| | HW meeting also): Requested to SS to raise | | |
| | this at the next Health & Wellbeing Board | | |
| | meeting | | |
| | 3 | | |
| | Quality of home care services: DH and | | |
| | Andrew Goodall meeting Andrew Russell, | | |
| | deputy chief nurse, at the DCCG and will | | |
| | raise this issue with him. | | |
| | Taise this issue with him. | | |
| | Update on Publicity: SB advised that | | |
| | Andrew Goodall is preparing a Board paper | | |
| | | | |
| | on a strategy | | |
| | DH forwarded a suggestion to SB for the | | |
| | engagement group to consider events that | | |
| | | | |
| | request attendants to 'bring a friend' to aid in | | |
| | boosting membership and volunteer | | |
| | numbers. | | |
| | MC distributed a serve of the Description | | |
| | MS distributed a copy of the Board CIC | | |
| | meeting minutes to confirm amendments | | |
| L | made which were approved. | | |
| 14 | Close | | |
| | 3.20pm | | |
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