

	<p>Letters have been drafted to send to Paul Ritchie and HWD's patron.</p> <p>MS to pick up issue over disabled parking bay at Cavendish Court and signage at the front of the office with the Landlord.</p> <p>All other actions completed</p>	<p>staff letters</p> <p>Proof check and sign off</p> <p>Discuss with landlord and report back</p>	<p>H</p> <p>SS</p> <p>MS</p>
7	<p>Chief Operating Officers report</p> <p>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</p> <p>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 submission.</p> <p>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.</p> <p>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 analysis of the feedback data.</p>	<p>Forward the prospective reply to Board members</p> <p>Send calendar invites for new Executive meeting dates</p>	<p>AG</p> <p>AH</p>
8	<p>NHS Expo – 7th/8th September 2016</p> <p>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.</p>	<p>Circulate Expo details to the Board</p>	<p>AG</p>
9	<p>Young Healthwatch Budget & Terms of Reference – Debbie Osborne</p> <p>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.</p> <p>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</p>	<p>Forward amendment notes to Sandie Hodson</p>	<p>AH</p>

	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 DH provided an overview of the event she attended alongside Sandie Hodson on 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.	Produce a policy relating to tender and Board declarations of interest	DH
13	Any other business SB forwarded issues raised from the last Engagement group meeting on 17/8/16: Mental Health awareness in schools and de-commissioning of services (incidentally, this topic raised at the young HW meeting also): Requested to SS to raise this at the next Health & Wellbeing Board meeting 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. 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. MS distributed a copy of the Board CIC meeting minutes to confirm amendments made which were approved.	Raise points on mental health in schools/decommissioning of services at next Health & Wellbeing Board meeting	SS
14	Close 3.20pm		