

HEALTHWATCH DEVON FORMAL BOARD MEETING

MINUTES

TUESDAY 9TH FEBRUARY 2016

10.30 - 11.45

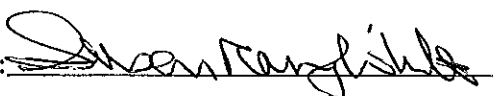
TAVYSIDE HEALTH CENTRE, TAVISTOCK

Attendance:	Trustees: Carol Brown, David Rogers, John Connolly, June Wildman (left at 11:45), Rosemary Whitehurst, Sue White Staff: Miles Sibley
Apologies	John Rom, Elaine Cook, Bob Bryant
Minutes:	Hannah Shearman

	Item	Who
1.	<p>Welcome</p> <p>SW welcomed all to the meeting and apologies were given.</p>	
2.	<p>Public matters of interest or concern for Board</p> <p>Not required as no public attendance.</p>	
3.	<p>Review and sign off of minutes from 11th November 2016</p> <p>The minutes of the previous meeting were gone through and all agreed as being correct. SW signed minutes.</p>	
4.	<p>Operations</p> <p><u>Quarterly Report</u></p> <p>Documents previously circulated with agenda. MS went through and discussed highlights.</p> <p>The number of gateway requests were discussed and the fact that requests from the NEW Devon CCG seem to be very low. All agreed that this should be raised at the next Contract Monitoring meeting.</p> <p>ACTION: Raise at next meeting.</p> <p>SW asked on the progress of HWD Enter and View Team. MS confirmed that the initial visits took place on the homes that we know to be good, the next wave of visits are being planned which will be looking at ones which are on the amber lists with CQC/DCC.</p>	SW

<p>CB queried who pays for this work. MS confirmed that this comes out of HWD core budget.</p> <p>Experts by experience contract has just been re-tendered. Is there a possibility of being able to work together? It was agreed that it is difficult to say at this stage, as the new provider is settling in, and there is some disruption.</p> <p>MS pointed out that the Autumn/Winter work programme was brought to the Board last year and work has started on this. It is important that the staff team, along with volunteers and delivery partners, can stick to plans as agreed.</p> <p>Success Regime: SW gave a brief update. She will continue to work with the Chair of HW Plymouth in making a case for patient and public involvement. DR made the point that, with the Case for Change being published soon, we should be ready for any press interest.</p>	
<p><u>Risk Report</u></p> <p>CB queried the Reflective Audit action plan. MS pointed out that this has slipped due to all the work around the transfer to independence and the time that this is taking. The transfer has to take priority. MS stated that realistically he cannot re-do another reflective audit in the next 8 weeks due to transfer to independence work. CB does not want the work forgotten.</p>	
<p>ACTION: Circulate and update the action plan around Reflective Audit.</p> <p>RW asked about the Risk Management process and how it ties in with Charity Commission guidance. RW suggested that MS should look at changing how our risk is looked at. SW confirmed that at present the risk management process that we currently have suits our requirements, however once the transfer takes place it should probably be re-visited.</p>	<p>MS</p>
<p>ACTION: Look at Risk Management paper from RW and discuss with MS and re-visit process.</p>	<p>SW</p>
<p><u>Quarterly Finance Report</u></p> <p>Paper previously circulated with agenda. MS highlighted and explained the variances.</p>	
<p>RW queried the difference on the elective and the underspend on events.</p> <p>ACTION: Query with Greg Davies (DCT) who prepares the accounts.</p>	<p>MS</p>
<p>CB queried why this paper was tabled and not sent out with others. MS explained that there were a large number of papers that had to be prepared for this meeting, and that those concerned with transfer to independence were the priority. He knew that, as usual, there was little of concern in the finance report so had pushed it down the priority list. This had been the only paper tabled on the day. HS confirmed that it had been added to the Board area of the website two days before the Board meeting.</p>	

	<p>There was some discussion about the different ways in which Board members like to receive their papers.</p> <p>To recap, these are:</p> <ul style="list-style-type: none"> • Via the website, and brought to the meeting on a tablet/laptop • Via the website, printed off at home • Posted in hard copy • Received from Hannah at the meeting in hard copy 	
<p>5.</p>	<p>Any Other Business</p> <p>RW raised the issue of the review of the Joint Engagement Board. A meeting was held but there is talk of finalising the review in February 2016. CB confirmed that she attends the JEB as a carer not anything to do with Healthwatch Devon.</p> <p>SW stated there has now been a change of mind from the Board around holding meetings in public around Devon as agreed at the Board meeting on 13th October 2015. As all the meeting venues were booked in November/December for public Devon wide meetings there may be a cost to cancelling two of these venues as deposits were required to secure bookings. Also as now needing to book DCT offices with less notice there may not be the availability due to increased conference bookings within DCT.</p> <p>ACTION: Cancel all external venues and rearrange for DCT offices.</p>	<p>HS</p>
<p>6.</p>	<p>Next Meeting</p> <p>Informal: Tuesday 15th March 2016, DCT Offices.</p>	

Signed off by Chair: 

Date: 10 May 2016

