

HEALTHWATCH DEVON FORMAL BOARD MEETING

MINUTES

TUESDAY 10<sup>TH</sup> MAY 2016

10.30 - 2.30

BLACKDOWN ROOM, EXETER OFFICE

<b>Attendance:</b>	Trustees: Carol Brown, David Rogers, Gill Ryall, John Rom, Rosemary Whitehurst, Sue White Staff: Miles Sibley, plus staff team as required for lunch
<b>Apologies</b>	June Wildman, John Connolly
<b>Minutes:</b>	Hannah Shearman

	Item	Who
1.	<p><b>Welcome</b></p> <p>SW opened the meeting and welcomed new co-opted trustee Gill Ryall to the Board.</p> <p>SW has received an e-mail from June Wildman who feels she should stand down as a trustee due to personal circumstances. SW has replied to accept her resignation from the Board with immediate effect and said that she would notify trustees today.</p> <p><b>ACTION:</b> SW to write to JW thanking her for her contribution to the HWD Board.</p> <p>SW asked for any conflicts of interest to be declared. JR explained to the Board that a close relative is working with a consultancy firm that has been engaged for work on the Success Regime. He felt that he should not have any direct involvement in any HWD work relating to the Success regime.</p> <p><b>ACTION:</b> Add Conflict of Interest as standing item on agendas.</p>	<p>SW</p> <p>HS</p>
2.	<p><b>Public matters of interest or concern for Board</b></p> <p>No public attendance so it was agreed to hold a normal open meeting with one set of minutes.</p>	
3.	<p><b>Review and sign off of minutes from 9<sup>th</sup> February 2016</b></p> <p>Part 1 minutes of the last meeting were gone through. HS made changes during lunch and SW signed off.</p> <p>Part 2 minutes of the last meeting were gone through and all agreed as being correct. SW signed off.</p>	

*Sue White*

9.8.16

4.	<p><b>Action Tracker Update</b></p> <p>The action tracker was gone through and updated and is attached with these minutes. Discussions took place on the following:</p> <p>1204-4.1: Pensions - MS updated Board around Pensions for staff. There is still some information to come from Royal London, but in the meantime HWD are making contributions into HWD staff private pensions as per TUPE arrangements.</p> <p>1204-6.2: RD&amp;E Patient Participation Group - RW updated the Board. Confirmed that there is work being done which is reassuring but questioned whether a trustee should be more closely involved.</p> <p>MS pointed out that this is not straightforward as there is also the North Devon Trust, DPT, SWAST etc. Trustee portfolios have been looked at numerous times, but have not been implemented due to the difficulty with trustees' differing time commitments outside the HWD Board.</p> <p>MS confirmed that there is an external meetings list in the quarterly Contract Monitoring Report which lists the meetings that are agreed with Commissioners as priorities for HWD to attend.</p> <p>ACTION: Send copy of list to GR</p>	HS
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**Performance**

5.	<p><b>Quarterly Report</b></p> <p>Document previously circulated with agenda. MS picked out highlights</p> <p>Summer Roadshows: aims similar to last year i.e. member sign up, speak outs, supporter sign up.</p> <p>JR commented that there may be a need to strengthen our position on the Success regime. SW would like a brief crafted for volunteers to use when talking to the public about SR at roadshow events.</p> <p>Engagement Gateway: An extensive piece of work had been undertaken on Disability Related Expenditure, with over 1,800 responses. Seen as very helpful by DCC.</p> <p>Gender Identity Services: Report has now been published.</p> <p>Young People &amp; Mental Health: Film available on website.</p> <p>Patients in the Picture. Report being finalised for publication. There will be a mention of Trusts who did not respond.</p> <p>Into the Future: SDT CCG holding a series of public meetings with HWD and HW Torbay providing independent note takers. A sum of money has been agreed verbally - however HWD are yet to have a written, signed agreement. No work will start until then.</p>	
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Signed off by Chair: 

Date: 9.8.16

**Risk Report**

Document previously circulated with agenda. MS talked through.

Patients in the Picture report will be shared with scrutiny but not formally tabled. Confirmed they will have access to it through website and newsletter.

The question was raised about whether DCC have set up HWD as a new payee? It was confirmed that they have all our bank details, including an invoice and they are aware that the contract has been passed over. It is not for HWD to sort DCC's internal systems.

**ACTION:** If nothing has been paid within two weeks then discuss with Paul Giblin at the next Contract Monitoring meeting.

MS/SW

**Quarterly Finance Report**

Document previously circulated with agenda. MS confirmed that these are the figures that will go into the Annual Report and that there will a statement from DCT's auditors.

It was confirmed that any overspend this year will go to DCT as with previous years. MS explained that an underspend is good as wants to show that for a third year, HWD has proved capable of remaining within budget and providing for contingency and reserve. As of next year any underspend remains with HWD.

JR queried the full underspend being retained by DCT, particularly in respect of any future redundancy liabilities. MS explained that DCT's commitment to covering an element of redundancy costs, as well as their offer of loan finance, indicated a much higher level of goodwill and practical support than would normally be the case with a transfer of contract.

JR suggested that MS might add a comment to each finance report to indicate his confidence in the figures. MS replied that the Board should not take that as a reassurance. He would do his best to manage the finances well, and present accurate reports, but the Board should check and challenge.

**Policy**

**6. Risk Management - New Process**

RW feels we need a more formal process, having identified some more risks that are not currently recorded. RW suggested that all risks are identified, discussed in detail, weighted and scored. RW feels that before this can be done, some more training needs to be given to all trustees by Griffin.

JR spoke in support. Need to know that all risks are considered and covered.

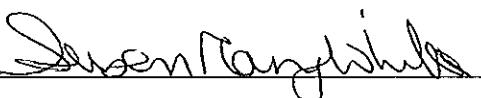
DR suggested a task group of the Board along with MS to prepare and bring back some recommendations to the next Board meeting.

SW felt that an initial meeting should be held with a task group of trustees, before arranging a second session with Griffin present.

Signed off by Chair: *Susan Taylor*

Date: 9.8.16

	<p>GR gave an example of how she has dealt with risk management previously. She also offered to facilitate the initial discussion due to being new and not being too involved currently. All agreed with this.</p> <p>ACTION: Arrange initial meeting for all to discuss.</p>	DR
<b>Plan</b>		
7.	<p><b>Finance Training for Trustees</b></p> <p>MS handed out training plan from Griffin.</p> <p>ACTION: Send document out to JC.</p> <p>ACTION: Send comments on the proposed training content to MS</p> <p>It was agreed that the next Board meeting on 14th June 2016 should be extended to all day. The normal agenda will be replaced by a finance training session for half a day and the other half will be dedicated to Risk Management work.</p> <p>ACTION: Re-arrange meeting room booking and update meeting request.</p> <p><b>Business Plan</b></p> <p>Document previously circulated with agenda. MS reminded the trustees that JC met with him last year and looked at the Business Plan and budget as a second set of eyes. All agreed that happy for JC to do the same this year.</p> <p>ACTION: Arrange meeting for MS and JC. GR also requested to be involved.</p> <p><b>Success Regime - Into the Future</b></p> <p>SW updated the Board with regards to the Success Regime. Two meetings will be held in Plymouth and Tiverton, facilitated by HWD and HW Plymouth. This will be the start of a public engagement process.</p>	<p>HS</p> <p>ALL</p> <p>HS</p> <p>HS</p>
8.	<p><b>Role of Volunteer</b></p> <p>Item postponed.</p> <p>ACTION: Add to forward planner for future meeting.</p>	HS
9.	<p><b>Any Other Business</b></p> <p>None</p>	
10.	<p><b>Next Meeting</b></p> <p>Informal (replaced by training and risk discussion): Tuesday 14<sup>th</sup> June 2016 Formal: Tuesday 9<sup>th</sup> August 2016</p>	

Signed off by Chair: 

Date: 9.8.16