

Healthwatch Devon Formal Board Meeting

Minutes

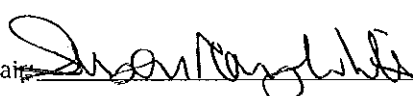
TUESDAY 12 MAY 2015

10.00 - 12.30

THE BEEHIVE, HONITON

Attendance:	Trustees: David Rogers, Hilary Ackland, John Connolly, John Rom, Rosemary Whitehurst, Sue White Observing for Community Council of Devon: Elaine Cook Staff: Miles Sibley
Apologies	None
Minutes:	Hannah Shearman

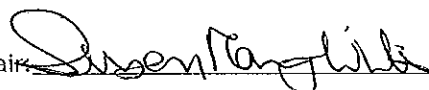
	Item	Who
1.	<p>Welcome</p> <p>SW welcomed all to the meeting. Introductions were made to the 3 members of public that had turned up:</p> <p>Diane Goldby Geoffrey Gardner (Ottery St Mary Carers Group) Margaret Armstrong-Taylor</p>	
2.	<p>Public matters of interest or concern for Board</p> <p>SW opened up to the public to give them the opportunity to bring any matters or concern to the attention of Healthwatch Devon.</p> <p>Diane Goldby had mentioned to friends that she was attending a Healthwatch Devon meeting and found that they had not heard of Healthwatch. DG would be willing to get information out, as there is nothing in Honiton medical centre, libraries etc. where people sit and read. There is also nothing in U3A. A meeting is held in Honiton once a month for U3A - would a member of the HWD board/staff like to attend a meeting.</p> <p>Give MS contact details for Diane Goldby to discuss meeting attendance further.</p>	HS
3.	<p>Review and sign off of minutes from 10 February 2015</p> <p>The minutes of the previous meeting were agreed as being correct and were signed off by SW.</p>	
4.	<p>Action Tracker Update</p> <p>The action tracker was gone through, updated and is attached with the minutes.</p>	

Signed off by Chair 

Date: 11.8.15

	<p>1111-7.1: Commissioners to be asked for a specific answer on this.</p> <p>JC proposed that we need to look into producing a close out report for every Engagement Gateway request, indicating how feedback has been used. MS suggested that we need to clarify what we are looking for in a close out report, given that Engagement Gateway requests range from very quick and simple through to pieces of work that can run over a period of weeks or months.</p> <p>1002-4.1: EC to check signed off policies with Croner. EC advised that Croner are employment specialists so once HWD is independent of DCT, we may want to look at having a company that can cover all areas of policies not just employment. It was agreed that we should do this as it may be more cost effective.</p>	<p>MS</p> <p>MS</p> <p>MS</p>
<p>5.</p>	<p>Operations</p> <p><u>Quarterly Report</u></p> <p>Paper previously circulated with agenda.</p> <p>MS went through and highlighted certain areas. SW would like to formally note thanks from the board to Martin Parkes for all the work that he has done on the engagement gateway.</p> <p>It was suggested that another column called outcomes is added to the engagement gateway report. This would then cover the discussion around "close out reports" (above). All agreed with this.</p> <p>Still having to explain two years on what Healthwatch does. All agreed that the FAQ's should be published in a future issue of Voices, not everyone has access to a computer or the time to spend looking at websites.</p> <p>SW asked for portfolios of board members to be discussed at a future board meeting. Add to forward planner.</p> <p>SW asked for closer contacts with CCG's to be discussed at a future board meeting. Add to forward planner.</p> <p>MS confirmed that Rate and Review now looks like it will be compatible with our website and is hoping that at the AGM there will be a demo session to show how this works.</p> <p><u>Risk Report</u></p> <p>The paper (previously circulated with the agenda) was noted. There were no matters for immediate action.</p>	<p>MS</p> <p>MS</p> <p>MS</p> <p>HS</p> <p>HS</p>
<p>6.</p>	<p>Finance</p> <p><u>Quarterly Finance Report</u></p> <p>Paper previously circulated with agenda.</p>	

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Signed off by Chair 

Date: 11.8.15

	<p>There was a question about the percentage of turnover that the Charity Commission requires as good practice within a reserves policy. MS answered that this is a matter for the Board to decide, based on its own assessment of liabilities (creditors, redundancies) in the event of the CIO being wound up.</p> <p>DCT conducted their own research last year and went through what they would do if they had to cease immediately. They have process and plans in place now and are happy to share with MS to help Healthwatch make their decision.</p> <p>SW asked for percentage charges to be discussed at a future board meeting. Add to forward planner.</p>	<p>EC/MS</p> <p>HS</p>
7.	<p>Presentation by Monitor</p> <p>Two staff members visited from Monitor and gave a presentation to the Board in respect of their investigation into a procurement process run by the NEW Devon CCG.</p> <p>Monitor is not yet ready to announce its findings, but the representatives gave a helpful account of the role of Monitor, and of how it would carry out and conclude its investigation. The presentation was followed by a Q&A/discussion session that helped HWD trustees to better understand the regulator's role and functions.</p> <p>Get a copy of the presentation and send out to all.</p>	<p>HS</p>
8.	<p>Any Other Business</p> <p>None.</p>	
9.	<p>Next Meeting</p> <p>Tuesday 11th August, 10.00 - 2.00 at Newton Abbot Racecourse</p>	

Susan Taylor

11.8.15

