

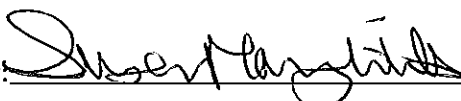
**HEALTHWATCH DEVON FORMAL BOARD MEETING  
MINUTES  
10<sup>TH</sup> NOVEMBER 2015  
12.45 - 2.00  
EXETER LIBRARY**

<b>Attendance:</b>	Trustees: David Rogers, John Connolly, John Rom, June Wildman, Rosemary Whitehurst, Sue White  Observing for Community Council of Devon: Staff: Miles Sibley
<b>Apologies</b>	Carol Brown, Elaine Cook, Bob Bryant
<b>Minutes:</b>	Hannah Shearman

	Item	Who
1.	Review and sign off of minutes from 11 <sup>th</sup> August 2015  There were no Part 2 minutes from the previous meeting.	
2.	Action Tracker Update  The action tracker was gone through and updated and is attached with these minutes.	

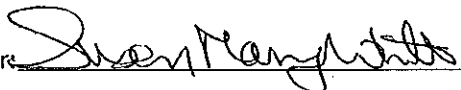
**Contract Issues**

3.	Engagement Contract  Paper previously circulated with agenda. This is a highly confidential document and is for the Board only.  The year on year reduction in funding is 40%. Since HWD started there has been 54% cut overall. We have already scoped various scenarios which have been presented at previous meeting so were prepared for a cut of some sort.  MS presented proposals as follows: There are currently 7 delivery partner organisations. It is proposed that each partner is given £20,000 as a flat rate for Year 4. There will be some element of performance management in this and they will have to account for how they are spending the money when responding to gateway requests. During this time we will shift in to a different way of working with any new partners but this gives our current partners the time and funds to adjust to this.	
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Signed off by Chair: 

Date: 9.2.16

	<p>There was a discussion about Hikmat, which was not one of the original partners, and whose funding is £12,000. It was agreed that their allocation should not go up to £20,000, as awarding an increase at a time when others are taking significant reductions would be hard to justify.</p> <p>JW asked how commissioners assess value for money. MS explained that he is unaware of any common benchmarking between DCC and the two CCG's.</p> <p>Recommendation: 8-C MS and EC are meeting with DCC tomorrow with a contract variation. Can we still provide the level of service with this reduction? MS with the backing of the Board agrees that we can.</p> <p>Recommendation: 8-D MS will be writing to the delivery partners tomorrow informing them that at OMG next Tuesday the agenda will be scrapped and the only subject for discussion is the engagement contract. MS will deliver the proposal face to face with them as a group, what we're going to do and how.</p> <p>Recommendation: 8E MS has always taken the view that each sub contract is confidential. MS will hold one to one meetings to discuss the detail and the implications for them as individual partners. MS will make it clear that the negotiations will not be about the amount, it will be about what gets delivered.</p> <p>MS stated that he is happy to do one to one meetings with partners on his own or with any trustee who would want to be present. SW and DR are happy to be available if required.</p> <p>Proposal: 7A - "guaranteed" sums - need to change this to "ring-fenced" sums, and to be clear that the amount is awarded against an expectation of responsiveness to gateway requests.</p> <p>Will the contract variation be with 3 commissioners or with 2? MS confirmed that the South Devon and Torbay CCG will no longer be a party to the contract.</p> <p>ACTION: Take feedback from the Board to the meeting with DCC and with partners at OMG where SW will be attending.</p>	MS
<b>Personnel Issues</b>		
4.	<p><b>TUPE &amp; Pensions</b></p> <p>Covered in previous discussion in Part 1 as relevant and due to no public attendance this posed no confidentiality issues.</p>	

Signed off by Chair: 

Date: 9.2.16

Legal Issues	
5.	<p><b>Purchase of services recommendations</b></p> <p>A document has been prepared and MS requested a board member to read this and feedback.</p>
6.	<p><b>Any Other Business</b></p> <p><u>Rate &amp; Review</u></p> <p>MS gave update about the Rate &amp; Review system that has been being installed. There have been various conversations with LHM, about the time it's taking them to do things and even if they can get it to work alongside our website. After taking the time to prepare all the advertising in Voices and going live on the website it is still not working, i.e. informatics not working, sentiment analysis not working, moderation of comments does not work etc.</p> <p>Currently, to the members of the public when on the website it looks to be working. The failures are all at the back end - administration and analysis.</p> <p>MS wrote to LHM last week to inform them that he would be advising the Board today that we will be pulling out unless LHM can provide the service we need. A response from LHM confirmed they will be stopping all work on our system as they are not able to fulfil our requirements.</p> <p>AGREED: that we should withdraw from project as they cannot make it work.</p> <p>ACTION: Formally withdraw in writing LHM <span style="float: right;">MS</span></p> <p>ACTION: Look around to other Healthwatches for a successful plug-in. <span style="float: right;">MS</span></p> <p>ACTION: Write to NHS England to inform them that have been let down by LHM. <span style="float: right;">MS</span></p> <p>ACTION: Take to Healthwatch SW peninsula meeting on 2<sup>nd</sup> December 2015. <span style="float: right;">SW</span></p>
7.	<p><b>Next Meeting</b></p> <p>Tuesday 9<sup>th</sup> February 2016, 10.00 - 2.00, Venue TBC</p>

