

Healthwatch Doncaster
Board Meeting
Monday 18th November 2013
10.00-12.00

Present: Janet Greenwood; Kay Kirk; Sheila Barnes, Debbie Osborne, Alison Gilbert

In Attendance: Barbara Booton; Shaun Masterman

1	Welcome
	<p>Barbara welcomed the Board. Commissioners had given assurances they were satisfied the remaining members had undergone a robust recruitment procedure and were keen for them to continue now Carers Federation has taken on the contract from Parkwood.</p> <p>Barbara and Shaun are jointly managing the project – Barbara to focus on development and support of the Board, Shaun will oversee monitoring, contract compliance and project and staff development.</p>
2.	Update
	<p>Barbara and Shaun updated members on progress over the previous 2 weeks.</p> <ul style="list-style-type: none"> • Parkwood have left the organisation without many of the essential facilities to function effectively. Most paperwork and electronic files have gone, including membership database, other than that which was salvaged by staff. Sheila said she had kept paper files from the LINK which she will now bring in. • Staff moral is low and work appears to have been ‘on hold’. Lines of responsibility now established – Jan is ‘office manager’ with line management responsibility for front line staff. • Office has been rearranged: Front line staff have been moved out into the main area. There is an ‘engagement zone, information / admin area, Advocacy office and managers office. Board members all said this was a big improvement and more welcoming on arrival. • There has been an initial meeting with DMBC commissioners. A schedule of meetings has been established – fortnightly with finance and monthly with commissioning team. • Shaun and Janet met with Wayne Goddard to establish background and update on PDSI contract. Confirmation this sits firmly within HWD • Initial work-planning meeting with staff to encourage them to re-focus on progressing their work and community engagement. Nora took annual leave • Work being undertaken to try to establish functioning ICT systems. • Started recruitment process for Information & signposting officer and Administrator
3.	Board
	<ul style="list-style-type: none"> • It is unclear what has happened to applications for Board membership received during September / October • All members agreed Janet to formally continue as chair until April • Meeting on 25th November to establish and agree recruitment process for additional Board members. Need to appoint someone with a background in finance

	<ul style="list-style-type: none"> • Board to meet weekly on Monday's at 10am until Christmas break
4.	Action Points
	<ul style="list-style-type: none"> ➤ DBS checks for all Board members. ➤ Talk to Sandie re: volunteers meeting on Wednesday 20th Nov. Board would like the 4 outreach areas for 'HWD in the community' to be co-terminus with the LA areas. ➤ Need to start developing an Engagement Strategy for engagement activity from strategic to grass roots levels. ➤ Look at where HW cuts across LSP themes

Next Meeting: Monday 15th November – 10-12 – Recruitment Process