

Healthwatch Doncaster - Minutes of Board Meeting

Monday 3rd March 2013

Venue: Healthwatch Doncaster Office, Conference Room
Time: 9:30am to 12 noon
Members Present: Janet Greenwood (JG), Ann Gilbert (AG), Arnold Ntiego (AN), John Burke (JMB), Kay Kirk (KK), Sheila Barnes (SB)
Apologies: Debbie Osborne, Ayodele Adenekan
In Attendance: Janet Beecher (Contracts Manager) (JB), Akhlaq Hanif (Signposting & Information/Minute-taker) (AH), Ann Graves, Head of Services at Safeguarding and Adults Partnership (AG), Gary Jones Head of Services, Commissioning and Contracts (GJ).
 Ann and Gary attended for first part of meeting

	Agenda Item	Action	By
1	Welcome/Introductions/Housekeeping. Introductions conducted and group informed as to what to do in the event of a fire. AG and GJ introduced to the group.		
2	Apologies. Debbie Osborne and Ayodele Adenekan		
3	Declarations of interest. None		
4	<p>Presenting: Gary Jones - Head of Services, Commissioning and Contracts. Ann Graves, Head of Services, Safeguarding Adults and Partnership. AG gave some background and information about the recent history relating to HWD and discussed Service User Forum. AG said they would like someone to work with the forum on a three day a week basis. GJ discussed quality of residential and domiciliary care. He then talked of more leadership required in these areas to improve it. He asked for co-ordinated support from HWD and to enlist the help of volunteers to undertake visits to residential homes etc to get feedback/suggestions for improvement etc. He suggested getting a co-ordinator on a 12/24 month contract stating the position would fall into Carers Federation and attached to CF current contract. He confirmed job description would be a joint effort to put together. GJ said private care homes would be an area to go into with statutory support in response to a question from AG, but said people going into these services would require correct training. Hospitals identified as another area that could have visits but need to clarify legal notes on this. Domiciliary care discussed but to focus on residential care. SB queried frequency of these visits but GJ said would look to do a pilot first.</p> <p>AG said looking for members to sit on Safeguarding Board keen for a representative from HWD. GJ confirmed timescales of around three months to work on this topic and to finish off he offered help and support to HWD board.</p>	<p>JB to get clarification on the three day and co-ordinator role</p> <p>Next steps from this will be for the board to discuss in due course</p>	<p>JB</p> <p>JB</p>
5	Agree/sign off minutes of previous meeting. Previous minutes from 17.2.14 signed off. John Burke to be noted as JMB on future minutes.		

6	Matters arising from previous meeting. JB apologised for not sending list of board and strategy meetings. AH confirmed that event sheets on 28/01/14 had been typed up and sent to Paul Ritchie.	JB to confirm dates for board and strategy meetings	JB
7	Actions from previous meeting. Please refer to Action Log dated 17/02/14.		
8	HWD authorised representatives at meeting/events updates KK/JG attended event entitled 'Think Local Act Personal' which was to discuss framework of Health and Wellbeing Board. AG mentioned about needing to think about the Better Care Fund. JB discussed improving engagement and relationships, to discuss arranging a meeting with New Horizons/CVS.	JB to arrange a meeting with New Horizons/CVS	JB
9	Doncaster Local Account 2013/14 DMBC looking to put new information together on Local Account including HWD to work with them. Also discussed were facilitated workshops to get views from communities.	To be discussed at Focus group meeting on organising something on a wider scale	KK
10	Any other business: <ul style="list-style-type: none"> • Finance. JB updated the group • Advocacy. Case numbers are building into the high 30's but these will take time to resolve. • Information and Signposting. AH updated the group. • Identified issues/concerns/trends. None. <p>Board requested business cards, one pull up banner, two HWD desk pop up banners and one event trolley.</p>	Purchase items stated	JB
11	Annual Report. JG asked if someone on the board would be willing to work on the Annual Report	KK and SB to help on this	KK/SB
12	Any other business. JMB discussed bus services, some in rural areas that are to be stopped which may alienate elderly people. JG said that she intends to step down from the board due to personal reasons, but hopes to still be involved. SB thanked her for her efforts. It was agreed the role of chair to be advertised. Existing Board members wishing to apply to be considered.	Research and feedback to the group Agree handover process	AH JB/JG
13	Date, venue of next meeting Next meeting to be held on Monday 17 th of March. 10am-12pm		