

Healthwatch Doncaster - Minutes of Board Meeting

Thursday 13th November 2014

Venue: Healthwatch Doncaster Office, Conference Room
Members Present: Sheila Barnes (SB), Debbie Osborne (DO), Arnold Ntiege (AN), Kay Kirk (KK), Stephen Shore (SS)
Apologies: Ann Gilbert, Paul Ritchie
In Attendance: Akhlaq Hanif (AH) Signposting & Information/Minute-taker, Janet Beecher (JB) Contracts Manager

	Agenda Item	Action	By
1	<p>Welcome/Introductions/Housekeeping An introduction was made by new HWD chair SS who said he was delighted to be in this role, explaining his previous background. SS also stressed need for collective responsibility and talked about his attendance to the Health and Wellbeing Board (HWB) meeting last week. Rest of the board briefly introduced themselves. Board agreed for contact details to be sent to SS.</p> <p>Apologies Ann Gilbert, Paul Ritchie</p>	Send SS contact details (e-mail/telephone) to Board members	AH
2	<p>Declarations of interest None</p>		
3	<p>Agree/sign off minutes of previous meeting 29.9.14 Board meeting minutes signed off after an amendment requested by DO is completed.</p>	In item 5-6 of 29.9.14 Board meeting minutes, change Doncaster Carers Service to Doncaster Partnership for Carers (DfPC)	AH
4	<p>Matters arising from previous meeting DO attended the Information and Communications Strategy Group as a representative of Healthwatch, saying HWD continuing to be involved with children's services and is awaiting a further response for ideas. DO noted deferral done for the benefit of the incoming Portfolio Holder for Children and Young People. SS met Colin Hillton, Child Trust representative at the HWB meeting, noting HWD continuing to be involved with Children's services. SS noted the completion of the Local Account at the HWB meeting and HWD's contributions towards it were noted.</p>	Arrange follow up meeting with Colin Hillton	SS
5	<p>Actions from previous meeting JB provided an update on Enter and View training, saying it had been completed except for one person and that was being organised by Sandra Hodson. SS suggested noting an asterix in Board minutes if an action has not been completed from the previous meeting which was accepted by Board members. SB said she had not received the report from Alan Wilshaw regarding discharge and re-admissions as of yet. JB provided an update from Paul Ritchie in relation to the Safeguarding Support Forum project, confirming children are not included and that advised to relook at</p>	<p>*To provide an update of visiting the Frailty and Assessment Unit at DRI</p> <p>*Bring any information provided by Alan Wilshaw to the next meeting.</p>	<p>AG</p> <p>SB</p>

	<p>costs for the bid that has been made.</p> <p>SB said a meeting had taken place with Mary Shepherd at NHS Doncaster Clinical Commissioning Group attended by Ann Gilbert and Jan Riches and that an information sharing protocol had been signed to identify mutual issues of concern and enable an escalation process. A monthly meeting has been arranged to continue this.</p>		
6	<p>HWD Strategic Priorities - Complete framework</p> <p>Priority 1: Engagement with all Communities in Doncaster</p> <p>It was noted by JB that membership currently stood at over 900 and Board discussed ways to improve membership. KK suggested that portfolio holder for this area will need to undergo a mapping exercise and Board felt contacts would need to be maximised to increase membership.</p> <p>Board agreed a target of:</p> <ul style="list-style-type: none"> • A minimum of 20 memberships per month • Target for live advocacy referrals would be 60 (normally classed as a full case load) • Number of stories to be obtained set to 300 a year. <p>JB explained the breakdown of the Advocacy and Engagement role noting current case load numbers.</p> <p>Priority 2: Develop an Active Volunteer Programme</p> <p>Board felt changes needed to be made to this document, namely that it should be titled Increase Active Volunteers. Board discussed how Active Volunteers would be recruited; how to analyse their time spent volunteering and on appraisals being undertaken. Board said results of this would be judged by the number and retention of volunteers.</p> <p>Board agreed a target of:</p> <ul style="list-style-type: none"> • 40 volunteers by end of December 2015 <p>Priority 3: Engage with Children and Young People</p> <p>Board discussed continuing current Children and Young People engagement with HWD by utilising local organisations who could help and other ideas discussed on how a young person could be involved with HWD currently. Board agreed to continue process for Children and Young People engagement.</p> <p>Board agreed to discuss these priorities at the next meeting.</p>	<p>Complete changes made to HWD Priority 1, 2 and 3 and sent to SS prior to next meeting</p>	<p>DO/SS</p>
7	<p>Portfolio holders - agree roles and accountabilities</p> <p>SB and SS to arrange a meeting to discuss applications received, agree roles and responsibilities. Board agreed there would be no appeals process but feedback would be given.</p>	<p>Arrange a meeting to discuss portfolio holders' applications and any other tasks relating to it.</p>	<p>SB/SS</p>
8	<p>Support Team Update provided by JB:</p> <ul style="list-style-type: none"> • A stakeholder survey is being processed to gather views from the public about HWD. • Updated Inductions for all Active Volunteers to be completed by the end of the month • Neighbouring Healthwatch's had asked for HWD to sign into an information sharing protocol. 	<p>To bring to Board at next meeting</p>	<p>JB</p>
	<ul style="list-style-type: none"> • Board agreed that the HWD December event 		

	<p>will be held on 4/12/14 at the Doncaster Trades from 11am-1pm. Event to invite current membership and encourage them to bring a friend to become members of HWD and for SS to be introduced. JB said it would be held at a bigger venue if needed in reply to a question from SB. It was suggested for the Engagement group to be made aware of the event.</p> <ul style="list-style-type: none"> • Board agreed a later event could be arranged for stakeholders only. SS offered Board members training when meeting stakeholders which the Board were happy with. 	<p>Create agenda, poster for the event Forward information to the Engagement Group</p> <p>Speak to Board members on timings for stakeholder training</p>	<p>JB KK SS</p>
9	<p>Date, time, venue of next meeting (to be agreed): Board agreed last Thursday of every month as the permanent meeting day. Next meeting arranged for 18/12/14 from 1.30pm-3.30pm.</p>		
10	<p>Close of meeting 3:40pm</p>		