

Healthwatch Doncaster - Minutes of Board Meeting

Monday 17th February 2013 from 9.30am-12.00pm

Venue: Healthwatch Doncaster Office, Conference Room
Members Present: Janet Greenwood (JG), Ann Gilbert (AG), Arnold Ntiego (AN), John Burke (JB), Kay Kirk (KK), Debbie Osborne (DO) (Late Arrival), Ayodele Adenekan (AA)
Apologies: None
In Attendance: Janet Beecher (Contracts Manager) (JB), Akhlaq Hanif (Signposting & Information/Minute-taker) (AH)

	Agenda Item	Action	By
1	Welcome/Introductions/Housekeeping Present members all conducted introductions for the benefit of the new group members, AA and AN. Group informed as to what to do in the event of a fire.		
2	Apologies Debbie Osborne arrived later in the meeting		
3	Declarations of interest None but information about declaration of interest provided for the benefit of new members		
4	Agree/sign off previous meeting minutes Previous minutes signed off and action log from that meeting discussed. Discussed board meetings to be held and strategy meetings. Dates to be confirmed for both but discussed to hold once every two weeks. But hoped to have monthly meetings by end of March and April.	JB to send out confirmed list of Board and Strategy meetings for March	JB
5	HWD authorised representatives at meetings/event updates KK discussed participation of two meetings held at Doncaster Civic Office, both with Gary Jones. First meeting discussed residential homes and the Council wanting an independent body like HWD to liaise and support the service users & carers. Second meeting was about supporting the safeguarding service user forum and the general public to focus on how to challenge/change, support their voice and views. Looking at HWD to write the specification for the project. Gary Jones and Ann Graves to discuss this to the board in more detail. AG said to explore the avenue of private care homes. JG noted that these must be managed in a professional way and questioned the roles and independence of them; also noted roles were more nearing with the social enterprise aspect. KK discussed a market event or the chance to sit on a panel, about Advocacy for Doncaster. Can go to the market event or sit on the panel but not both. Advised to speak to Glynn Sparrow. JG advised not to take too much work on at this point. JB said Carers Federation looking may be interested in looking at this area and would follow up for more information with Glyn Sparrow. KK explained process for sitting on this panel and the work it entails. JG offered to be on the panel but there maybe a conflict of interest if CF bids for this work. Meeting event feedback discussed from Sheila Barnes reports. KK said Bawtry Library was a good spot and would like to be there more, a fantastic position. JG requested that the group contact Braithwell luncheon clubs for a consultation exercise.	<p>JB to arrange a meeting with Gary Jones/Ann Graves to discuss the safeguarding service user forum opportunity.</p> <p>JB to follow up 'Advocacy Hub' information with Glyn Sparrow</p> <p>JB asked to contact Martin Walker for safeguarding route map.</p>	<p>JB</p> <p>JB</p> <p>JB</p>

	JG asked if any further work had been done against the paper presented at January's Board Meeting from Barbara Booton on working with DMBC on consultation of the BCF. JB was contacting DCVS and New Horizons to work on the BCF and feedback to Gary Jones.		
6	<p>Support team updates</p> <p><i>Finance:</i> JB said recent out-going costs down to improvement in I.T Any money left will go toward events and payments. JB also said invoices can be raised for booking events in the community. The board decided that AA would liaise with JB on areas relating to finance. KK discussed on away days and group decided that it would be agreed with Paul Ritchie. JG suggested a laptop be purchased to use at events if funds permitted. A Ipad with language app would also be useful.</p> <p><i>Advocacy:</i> JB said Marion Boyd's case-load was rising but also getting more resolutions. It was also discussed of the specifics of advocacy cases and for it to be tied into the database and the importance of knowing them for future reference.</p> <p><i>Signposting and Information:</i> AH discussed this, saying this was in its infancy but starting to collate information and that there had been a steady note of signposting. AB asked whether in-person or telephone enquiries were the most preferred to which AH replied it was the latter at the moment.</p> <p><i>Identified issues/concerns/trends:</i> None identified yet. Sandie Hodson return discussed.</p>	JG asked if could get reports monthly but JB said would try to get them to the board before they go to the commissioner. First quarterly report due for 10 th March.	JB
7	<p>Any other business</p> <p>AN discussed SineFM and its health platform. It was agreed that JG would start off an interview segment, to be followed by other members of the board after that. KK queried if we are having a launch. JG more concerned about what will be said and what will be its message. Dates discussed tentatively in April to be held to launch our strategy. JB mentioned events taking place at the House of Commons for Black and Ethnic Minority cancer voice. KG discussed inviting Healthwatch England to come down to discuss improvements. JB asked on how best to communicate different events to attend. JG to handle Health and Wellbeing opportunities whilst other events will be handled as and when. JB also mentioned that have received three more applications for board members. The board agreed that would like to know more about them and will have discussions on how to take them forward. A third applicant, a borough Councillor, will not be able to apply due to conflict of interest it was decided by the board.</p>	JB to forward applications to JG to agree whether to shortlist for interview in relation to the new board members.	JB
8	<p>Date, venue of next meeting</p> <p>Next meeting to be held on Monday 3rd of March. 10am-12pm</p>		