

Healthwatch Doncaster – Minutes of Board Meeting

Thursday 23rd February 2017

Venue: Healthwatch Doncaster Office, Conference Room
Members Present: Deborah Hilditch (DH), Steve Shore (SS), Sheila Barnes (SB), Debbie Osborne (DO), Andrew Bosmans (AB)
Apologies:
In Attendance: Akhlaq Hanif (AH) Administrator/Minute taker, Andrew Goodall (AG) Chief Operating Officer | One member of the public

	Agenda Item	Action	By
1	Welcome/Introductions/Housekeeping SS welcomed everyone to the meeting and conducted introductions for the member of the public in attendance. Housekeeping matters completed.		
2	Apologies None		
3	Declarations of interest – Register of interests None		
4	Minutes of the last meeting and matters arising – PAPER A Minutes of 26 th January 2017 Board meeting approved. A partnership bid with local Healthwatch's and third sector organisations for Sheffield City Region's Strategic Fund has been submitted. Response due in four weeks. AG confirmed he will request to be included in the Quality Surveillance Group distribution list and discussions held on the type of patient feedback to be submitted to those meetings. AG provided a brief demo of AH's work on the Feedback Centre data – an in-depth presentation will be at the next Board meeting. AH and SB to arrange to a meeting to discuss the analysis generated. All other actions completed.	*Continue work to obtain copy of contracts/agreements *Send Board an email to request their training requirements *Forward feedback from care home visit to AG	AG AG SB
5	Doncaster Healthwatch CIC Directors Resolution – PAPER B a) Resignation of Michelle Shore as Director and Member of Doncaster Healthwatch CIC No objections received from Michelle Shore's resignation and motion was passed. All relevant administrative tasks linked to the CIC structure have been completed by DH and AG.		

	<p>b) Approval of DRAFT minutes to record the Directors Resolution – PAPER C Minutes signed and approved by all Board members present.</p>		
6	<p>NHS Doncaster CCG – invitations to Delivery group meetings – PAPER D AG provided the list of delivery group meetings and the Board members present registered their interest to attend. To help receive feedback on meetings that are attended by Board members, AG said there'd be a demonstration on Sharepoint that AH has been working on.</p>	Send names of HWD representatives to Anthony Fitzgerald at the NHS Doncaster CCG	AG
7	<p>Sustainability and Transformation Plans – update on conversations Work for conversations around the STP is underway after a final plan was submitted. AG said partnership working with Health Ambassadors, PPG Network and hope to work with Doncaster College. Communication with local Healthwatch's has been helpful to avoid duplication and sharing ideas. AG will gather reporting locally and then to produce a final report for publication to the STP Board. AB and DO offered help for engagement relating to community centres and children/young people respectively.</p>		
8	<p>Doncaster CCG's annual 360 Stakeholder survey AG offered opportunities for present Board members to complete survey after the meeting/ or through email. DH noted she had completed it on behalf of SS.</p>		
9	<p>Healthwatch conference – deadline for submissions is Friday 3 March AG summarised discussions held at the morning's Digital Media group on how Healthwatch Doncaster could be involved and showcasing its work, and considering to have a stand during the conference days.</p>		
10	<p>Healthwatch Doncaster dashboard update – PAPER E Information only – paper copy provided to the Board in papers' distribution</p>		
11	<p>Finance update – PAPER F This item was not minute taken to protect sensitive confidential information not to be discussed in the presence of the member of the Support Team</p>		
12	<p>Future tender opportunities – update</p>		

<p>1 Any Other Business</p> <p>3 Questions were raised by the member of the public in the open part of the meeting: In response to a query on STP consultations, DH explained the formal and informal element of them. And asked on the type of feedback that would be permitted at the STP conversations, DH responded that comments in a general or specific format would be appreciated.</p> <p>AG explained details of the innovation hub that he attended with DH</p> <p>The Board were asked if it was true the eye hospital at Montagu would be closing – the response provided was there had been no information received on this</p> <p>The member of the public suggested more briefing papers if possible and thanked the Board for the friendly atmosphere.</p> <p>SS informed the Board he and AG would be meeting a Board member to discuss potential re-involvement after a sabbatical.</p> <p>DH mentioned the announcement of the national Jo Cox Get Together day on 17th-18th June, celebrating the life of the murdered MP, and explained ideas discussed at the Digital Media Group to capitalise on local sporting weekends to raise awareness of Healthwatch.</p>		
<p>1 Close</p> <p>4 3.15pm</p>		