

Healthwatch Doncaster – Minutes of Board Meeting

Thursday 26th January 2017

Venue: Healthwatch Doncaster Office, Conference Room
Members Present: Deborah Hilditch (DH), Sheila Barnes (SB), Vic Holbrey (VH), Debbie Osborne (DO), Andrew Bosmans (AB)
Apologies: Steve Shore, Michelle Shore
In Attendance: Akhlaq Hanif (AH) Administrator/Minute taker, Andrew Goodall (AG) Chief Operating Officer

	Agenda Item	Action	By
1	Welcome/Introductions/Housekeeping DH welcomed everyone and confirmed she had been requested to chair this Board meeting in the absence of Steve Shore. Housekeeping matters completed.		
2	Apologies Steve Shore, Michelle Shore		
3	Declarations of interest – Register of interests None declared. VH suggested future agendas should be constructed with items mentioning any registered declarations of interest to be designated at the start/end of meetings.		
4	Minutes of the last meeting and matters arising – PAPER A Minutes of 27 th October 2016 Board meeting approved. AG said he was still trying to ascertain whether HWD were required to host an AGM – will attempt to clarify for the next meeting Safeguarding Adults policy completed by AG and Board discussed creation of a safeguarding children’s policy as well. AG provided an update on training avenues for Board members, most which are available through the local authority but advised any training course can be paid for if required. All other actions completed	Liaise with Michelle Shore about copy of contracts/agreements *Confirm with DH policies to be uploaded onto the website Send Board an email to request their training requirements *Email AG with story details from care home visit	AG AH AG SB
5	Review Action Log – PAPER B A copy provided to the Board within the distribution of papers prior to the meeting.		
6	Sustainability and Transformation Plans – update on Engagement AG provided an update: confirming the regional meetings Healthwatch Doncaster has been		

	<p>leading on; range of funded opportunities for Healthwatch to be part of, alongside the third sector, with having conversations with service users on STP; reporting work on behalf of the STP area locally. DH explained plans mentioned in response to SB highlighting issues on maternity that were raised at a Quality Surveillance Group (QSG) meeting.</p>		
7	<p>NHS Doncaster CCG – invitations to Delivery Group meetings AG summarised a letter received from the CCG on opportunities for Healthwatch to be involved in their Delivery Group meetings, where commissioning of services are managed and monitored. A meeting between Anthony Fitzgerald (NHS DCCG Chief of Strategy & Delivery) and AG is scheduled for early February after which the latter will distribute to the Board, groups which Board members would be interested in attending as Healthwatch Doncaster’s representative.</p>	<p>Feedback to the Board on the meeting and its opportunities</p>	<p>AG</p>
8	<p>Closer working with Health Ambassadors and PPG network DH shared outcome of a productive meeting with Health Ambassadors lead Dennis Aitken and PPG Network Chair Norma Carr, with a focus on joint working on shared initiatives and issues.</p>		
9	<p>Joint working across Sheffield City Region – Healthwatch and VCS An opportunity to work with local Voluntary Community Sectors partners in the local area to apply for funding to the Sheffield City Strategic Fund to support work around Health and Wellbeing. AG has requested to be kept informed of the initial discussions. A meeting is scheduled for early February, that the Board felt would be useful to attend and obtain more details.</p>	<p>Forward meeting details for to all Board members who wish to attend</p>	<p>AG</p>
10	<p>Doncaster CCG’s annual 360 Stakeholder survey Board agreed to complete Doncaster CCG’s annual Stakeholder survey collectively post-Board meeting.</p>		
11	<p>Healthwatch Doncaster dashboard update – PAPER C Information only – paper copy provided within Board papers</p>		
12	<p>Healthwatch Doncaster – quarterly outcomes monitoring report – Paper D</p>		

	Information only – paper copy provided within Board papers. AG explained contribution of staff for the Quarterly reports.		
1 3	Finance update – Paper E 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		
1 4 1 5	Future tender opportunities – Paper F and Business Plan development for Healthwatch / Doncaster The Board were updated on the current position and timescales with regard to the retendering of the Healthwatch contract and AG was meeting with the commissioner later in the month when further clarity would be received. In the meantime, it was agreed that a small working group consisting of AG, DH, AB should be set up to commence work on the pricing structure for the tender and to support AG with the development of potential answers for the tender questions. VH said DO would be asked to act as a critical friend on the tender documentation to ensure we were answering the tender questions and to provide feedback. DH would update Steve Shore on the suggests and also to ensure diary time was made available for him to be updated and sign off documentation as required. Post meeting note: DH has corresponded with Steve Shore accordingly and the next update will be given at the executive meeting on Thursday 9/2/17.		
1 6	Thematic Analysis – next steps From the morning’s Digital Media Group meeting, AG and DH explained to the Board of the thematic analysis work Mark Bright has undertaken since the last meeting. Aspects of his questioning prompts to be taken forward to be used on selected outreach events.		
1 7	Any other business AH gave an overview of work he presented to the Digital Media Group in relation to analysis of the Feedback Centre stories; has created an Excel document that, in time, will help to analyse feedback left. At the QSG meeting, SB recommended more patient feedback from local Healthwatch’ – AG requested for continuity from all the local Healthwatch’ on how this would need to be presented.	Provide further feedback from the QSG meeting on reporting details	SB
1 8	Close 3.20pm		