

Healthwatch Doncaster – Minutes of Board Meeting

Thursday 25 July 2019

Venue: Conference Room, Cavendish Court

Members Present: Steve Shore (SSh) – Chair, Andrew Goodall (AG), Debbie Osborne (DO) Linda Crundell (LC), Sucha Singh (SSi)

Apologies: Vic Holbrey (VH), Andrew Bosmans (AB)

In Attendance: Sue Millward (SM) – Agenda item 5a only
 Raymond Humphreys (SH) – Agenda item 5a only
 Natalie Bowler-Smith (NBS) – Agenda item 5b only
 Janet Graves (JG) – Prospective new Board member

	Agenda Item	Action	By
1	Welcome/Introductions/Housekeeping SS welcomed everyone to the meeting and introductions were made.		
2	Apologies Vic Holbrey (VH) and Andrew Bosmans (AB)		
3	Declarations of interest – Register of interests No other interests other than those stated on the register of interests. No new declarations were made other than those already noted on the register of interests		
4	Minutes of the last meeting and matters arising The minutes from the last meeting were review and agreed as accurate		
5.	<p>Update from staff team – Sue Millward – ChAD Peer Support Worker – and Raymond Humphreys – ChAD Committee member</p> <p>RH and SM gave an update on the work that ChAD have been doing: Designing and influencing the LD passport The Safety in Doncaster (SID) scheme First Buses – ChAD have been asked to produce a training package for First Bus staff</p> <p><u>ACTION</u> Discussion with Doncaster College re: Customer Care/Service apprenticeships/courses and opportunity for placements around this area of work</p> <p>RM updated the Board on the micro-grant project that ChAD had developed – the focus is on Hate Crime and Social Media awareness – videos and song produced.</p> <p>RM updated the Board on the campaigning work that ChAD have done around signage at Walton Lodge</p>	AG	

SUPPORT

RM and SM highlighted excellent work that had been done around the Easy Read appointment cards and how they are used by GP practices. Healthwatch Doncaster agreed to fund the next batch of printing.

ChAD identified that sometimes the offices at Healthwatch Doncaster are busy and that there is not always space for people to meet with Sue and do work.

The Board acknowledged this and asked AG to keep a watch-eye on space and resource for the team.

The Board thanked RM and SM for their presentation and discussion.

A copy of the presentation is embedded in the minutes



Update from staff team – Natalie Bowler-Smith re: Developing a micro-grant network

There was a discussion with Board members around the development of a support network for the micro-grant providers. The network of support should focus on bringing the providers together and facilitating networking and skills-sharing support.

SSh agreed to be Board member lead for this project.

It was agreed to launch the concept of the network at the Micro-Grants celebration event on 19 September 2019 with a view to having the first network meeting in January 2020.

ACTION

NBS to develop a project plan and timeline

Discussion around Young Healthwatch

NBS is leading on the re-launch of Young Healthwatch and updated the Board on progress:

Recruitment is taking place across schools and colleges and through social media. Banner stands and flyers are being produced. Links made with Young Commissioners and Young Advisors through Doncaster Council.

Young Healthwatch sessions have been booked in at Sober Social on Priory Place, Doncaster. The first session starts on 26 September 2019.

Initial piece of work will be around a Young Persons Charter for DBTH – then the plan is for Young Healthwatch to set their own agenda and projects.

NBS

6.	<p>AGM/Community Conference</p> <p>There was a discussion about the Healthwatch Doncaster AGM and the idea of a Community Conference.</p> <p>The Board felt that it was more important to have an AGM but that it needed to be something different rather than a Community Conference</p> <p>The AGM would be held in January 2020 with a focus: What has Healthwatch Doncaster been doing? What are Healthwatch Doncaster doing now? What will Healthwatch Doncaster be doing next?</p> <p><u>ACTION</u> AG to plan and organise AGM</p>	AG	
7.	<p>Update report from Strategic Boards and Bodies.</p> <p>AG gave a brief update. AG mentioned that each Board member will have a key organisation to focus on and attend their meetings. EG will identify meetings and papers to distribute to each Board member.</p> <p>The Board appreciate the overview of the strategic boards and meetings.</p> <p>It was identified that NHS Doncaster CCG Governing Body and the Health and Wellbeing Board meetings need to be add into the planner.</p> <p>EG will keep the planner updated each month.</p> <p>The Board discussed that it would be useful for Healthwatch Doncaster to have a place at the Team Doncaster meetings</p>	EG	
8.	<p>Finance update report</p> <p>AG gave a brief update on finance and explained that it is on track and an underspend has been identified.</p> <p>The Board wanted a run through of the finance report at the next meeting.</p>		
9.	<p>Engagement Performance update report</p> <p>AG showed the Board the Engagement Sheet that identifies key actions and updates from engagement projects.</p> <p>Board members noted the updates and information.</p> <p>The format of the report was commented on as being a success</p>		

10.	Any other Business It was agreed to cancel the August 2019 Board meeting because of annual leave/holidays		
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Date and time of next meeting: Thursday 26 September 2019 – 3.30pm - 5.30pm.