

Healthwatch Doncaster - Minutes of Board Meeting

Wednesday 2ND March 2016

Venue: Healthwatch Doncaster Office, Conference Room
Members Present: Stephen Shore (SS), Deborah Hilditch (DH), Andrew Bosmans (AB)
 Debbie Osborne (DO)
Apologies: Michelle Shore Vic Holbrey, Sheila Barnes
In Attendance: Philip Kerr (PK) Lead Healthwatch Development Officer and note taker,
 Paul Ritchie (PR) Contracts Manager

	Agenda Item	Action	By
1	Welcome/Introductions/Housekeeping SS welcomed everyone to the meeting. The meeting was informed as to what to do in the event of an emergency.		
2	Apologies Michelle Shore Vic Holbrey, Sheila Barnes		
3	Declarations of interest None		
4	Agree/sign off minutes of previous meeting HWD Board meeting minutes of 28 th January 2016 signed off		
5	Matters arising/actions from previous meeting SS is to make arrangements to meet with Arnold Ntiege to establish his intentions and whether he wishes to be involved with the CIC. Ss resolving some short term issues with CIC application - Companies House are seeking clarification anticipated to be resolved shortly. All other actions have been completed.	Contact Arnold Ntiege to arrange meeting CIC Application completion Contact HWD patron to update on plans for unveiling	SS SS AB
6	HWD Policies approval DH brought batch 2 of the policies and procedures to the Board. These had been circulated and commented on earlier. Board gave approval and acceptance. Confirmation under disclosure Barring Process that need to appoint a third party to process applications - this is likely to be Age UK. Whilst CIC responsibilities will be for 3 year renewal of DBS clearance it is suggested that all new applications are made portable which would allow annual checking on line. DH also qualified a couple of points with regards to outstanding policy work - equal Opportunities policy would be recommended for update every 2 years. Equality and Diversity policy needs some extra work. It is envisaged batches 3 and 4 will be circulated round the Board		

	<p>prior to the next meeting with a view to approval. This would mean all policies and Procedures would be in place for April 2016.policies after completion of amendments made by DH.</p>		
7	<p>Transitions Planning Group Update Ss led discussion. As mentioned previously the CIC application had been delayed as there were certain discussions around wordings. There was an issue with the name as Healthwatch Doncaster had been registered by a previous provider and this caused some conflict around resolving the correct legal name. SS had booked a telephone conference with some Advisors to resolve. Tupe questions had been resolved by the Board and were due for submission to the carers Federation. Pr to receive letter and agree guidelines and timings of consultation. Novation of contract to Healthwatch Doncaster - there is a planned meeting with DMBC ON Friday 4 March. It is hoped some indication will be reached on future funding and also on when due diligence would commence SS shared the board thoughts on a possible staff structure this has to be costed appropriately. PK confirmed Accountancy firms interviews conclude next week with prospective IT providers concluded on 9th March. Decisions to be communicated shortly after that</p>		
8	<p>Finance Report AB AB confirmed financial report in order with no issues. Confirmation that funds received from Citizens Advice though would be showing in next months figures.</p>		
9	<p>Proposed Engagement Strategy DH/PK Meeting held with Engagement Group and a clear strategy proposed. This was facilitated by DH /SB/PK with SS in attendance - all agreed an excellent meeting with positive outputs :</p> <ol style="list-style-type: none"> 1. Turn discussions into a paper 2. Quarterly Board member attendance at meetings 3. Engagement Calendar with a delegated budget 	<p>Develop engagement strategy paper and share with Group</p>	DH
10	<p>CCG Meeting DH/AB/PK Meeting with Jackie Pederson re Intermediate Care Strategy. Opportunities identified and consolidated into engagement strategy paper as above</p> <p>CCG requested a paper to give a summary of what Healthwatch Doncaster could achieve and where the touch points exist for partnership working. PK also offered something similar for the NHS Complaints Advocacy work</p>	<p>Papers to CCG</p>	DH/PK
11	<p>HWE Committee update SS/PK SS/PK attendeed meeting in York on 25th Feb.</p>		

	briefed on the next year. There are to be changes in operation as now under Care Quality Commission umbrella. Main drive is to support the network		
1 2	<p>Procurement exercise</p> <p>PK confirmed that interviews for the Accountancy Tender are due to be completed on 7 March. There were 5 tenders and 3 were shortlisted. The IT/ Phones/ printing tender attracted 6 bids and 4 were shortlisted for presentations on 9 March-all tenders are being evaluated on quality 60%/cost 40% and fall within the procurement levels applicable</p> <p>.</p>		
1 3	<p>Future Opportunities</p> <p>PK been made aware that an amount of money has been allocated to the Working Together programme and will be available to Healthwatch Doncaster - Healthwatch Sheffield are to be the fund holders on behalf of the south Yorkshire Healthwatches and once receipt is confirmed work will begin to distribute appropriately. DRI currently spend a significant amount on their inpatient survey and it may be an opportunity to work with them on this area.</p>		
1 4	<p>Support Team Update - Philip Kerr</p> <p>PK had submitted a separate paper. In addition confirmed that PLACE Assessments are due to be carried out on 7 April at Doncaster Royal Infirmary and Care Home work commences shortly with a meeting with DMBC Quality Assurance Officers planned on 15 March - a briefing for Volunteers to be held on 8th March in advance.</p>		
1 5	<p>Any other business</p> <p>DO advised had met with a young person who wishes to commence with Young Healthwatch. DO happy to lead on this project. Requested confirmation of expenses for young people. PK agreed not an issue as Volunteer expenses budget available</p> <p>Also some movement around Personal Health Budgets and the need to be aware of changes in this area</p>		
1 6	<p>Date, time, venue of next meeting</p> <p>Board transition meeting - 16th March 2016, HWD Conference Room, 11am</p> <p>Board meeting - Thursday 31st March 2016, 1.30pm, HWD Conference Room,</p>		