

Healthwatch Doncaster – Minutes of Board Meeting

Thursday 29th September 2016

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

| | Agenda Item | Action | By |
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| 1 | Welcome/Introductions/Housekeeping SS welcomed everyone to the meeting and housekeeping matters completed. | | |
| 2 | Apologies Debbie Osborne | | |
| 3 | Declarations of interest MS and SS noted an interest involving Doncaster Children's Services Trust. DH declared interest relating to the acquisition of the Digital Media analyst. | Create a register of interest | AG |
| 4/5 | Minutes of the last meeting/matters arising & Review Action Log (Paper A & B) Minutes of meeting on 25 th August not approved due to amendments to be made: 1) include SB in Members Present 2) Input correct wording on end of page one replacing TUPE Membership of Doncaster Chamber progressed to the stage where only payment is required SS has arranged meeting with DCCG Chair David Crichton DH to complete personal development letters for staff Issues relating to disabled parking bay at office location and signage not discussed at this meeting – to be raised at the next Executive meeting AG and MS attended a day of the NHS Expo on 7 th /8 th September respectively. Both reported back on their day's events with MS arranging further discussions with relevant parties on a number of aspects. | Complete requested amendments Pick up at next Executive meeting | AH AG |

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| | <p>Discussions on policy relating to tender and Board declarations of interest</p> <p>SS raised issues relating to Mental Health Awareness in schools and de-commissioning services at the last Health and Wellbeing Board meeting. It garnered much interest and it will be included as an agenda item for future meetings.</p> | Raise at the next Executive meeting | AG |
| 6/7 | <p>Thematic analysis report & Patient Experience – analysing extended narratives – Paper C & Paper D</p> <p>Following DH's introduction, MB explained his thematic analysis work and how it was undertaken. In response to a question from SB, DH noted meetings in place with local stakeholders and organisations to use this research to aid improvements for patients. MB also offered to meet any Board/volunteers to explain his methodology in detail. DH targeting January '17 to report back to the Board on work done on the recommendations. Board approved all recommendations in Paper C and thanked MB/DH/AG for their on-going work on this task.</p> | | |
| 8 | <p>Care Homes project report – Paper E</p> <p>Paper written by Sandie Hodson on work led by her, alongside volunteers, on the Care Home visits ahead of local authority monitoring visits. AG shared the positive feedback received. SS will raise Enter and View opportunities in his meeting with David Crichton. All recommendations in Paper approved.</p> | | |
| 9 | <p>Digital engagement and social media report – Paper F</p> <p>First meeting of Digital Insights group held today (29th), to feed into Engagement group and report its workings to the Board. A digital media consultant to work with Healthwatch, for a fee, to build up social media accounts and its management. Board approved Paper recommendations</p> | | |
| 10 | <p>Children and Young People Takeover Challenge 2016</p> <p>Board approved AG to continue work into providing mentoring opportunities for young people at Healthwatch. Role descriptions being devised by Healthwatch Business Admin apprentice Emily Green.</p> | | |

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| 11 | NHS Operational Planning Guidance 2016-17 – Paper G Paper provided to the Board for information and guidance. | | |
| 12/13/14/15/16/17 | For Discussion at Executive Group meeting: AG gave a brief overview of items to be featured in the next Executive group meeting on 13 th October 2016. | Send existing meeting representative list to all Board members | AH |
| 18 | Finance Update AG/AB provided a financial update. Papers to be produced for the next Executive meeting. A request made by the Board to look into existing agreement with accountancy firm to see if specifications are being met | Produce finance papers for the next Executive Group meeting Look into existing accountancy agreement | AG AG |
| 19 | Sustainability and Transformation Plans – Updates SS attended recent meeting on STP on the 12 th . AG confirmed regional Healthwatch meeting arranged. | | |
| 20 | Future Tender Opportunities Nothing to report at present | | |
| 21 | Safeguarding Policy – Paper H Board received draft copy and amendments suggested to AG who will re-issue at next Executive Group meeting | Complete amendments and produce at Executive meeting | AG |
| 22 | Business Plan development for Healthwatch Doncaster SS keen to re-visit Business Plan with a half-day brainstorming session, possibly with an external facilitator. | | |
| 23 | Any other business AG raised previous item raised at a Healthwatch Doncaster Board meeting relating to a safeguarding query, which was addressed by the Board, and subsequent communication sent out. Actions completed as requested. | | |
| 24 | Close of meeting 3:50pm | | |