

Healthwatch Doncaster – Minutes of Board Meeting

Thursday 27th July 2017

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

	Agenda Item	Action	By
1	Welcome/Introductions/Housekeeping SS welcomed everyone to the meeting and 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 Previous meeting minutes of 28 th June 2017 signed off. AG sent the Healthwatch Doncaster STP Report to stakeholders and partners - it has received good feedback at the Health and Wellbeing Board. DH said she had requested its inclusion in the NHS Doncaster Clinical Commissioning (DCCG) Governing Body papers. All actions completed		
5	Chief Officers Report – PAPER B <ul style="list-style-type: none"> • Payment invoices have been produced, with the first request sent, to the local authority for the budget remainder for this financial year • Board approved figures brought by AG on a long-term lease agreement with existing landlord • Approval given by the Board for investment in social media consultancy and into additional I.T hardware up to a maximum limit agreed by the Board • AG, DH and AB to continue meetings with service contract providers relating to future arrangements on I.T/Telephony etc • Process for Board member recruitment to begin with the target of new posts filled by November 2017 		

	<ul style="list-style-type: none"> AG discussed changes planned on an aspect of the contract delivery relating to the grant/contract arrangement with the DCCG which the Board approved AG gave feedback on Healthwatch Doncaster's successful involvement in Healthwatch England's (HWE) national conference explaining work on the SHARE document. Board approved recommendations to attend next year's conference to deliver a workshop and nominate for HWE awards 		
6	Healthwatch Doncaster Reserves Policy – PAPER C Paper provided to the Board – SS satisfied with policy details.		
7	Healthwatch Doncaster Partnership Board – DRAFT Terms of Reference – PAPER D DH prefaced Board approval of the Terms of Reference with an explanation into the workings of the Operational and Partnership Board	Send dates for first Operational and Partnership meetings to Board members	AH
8	Healthwatch Doncaster Q4 2017-18 Report – PAPER E Quarterly reporting document discussed on how it can be improved	Produce report on incorporating Advocacy feedback into quarterly reports for next Board meeting	AG
9 / 1 0 / 1 1	Update on TUPE transfer process/Finance / Update/Future business opportunities These items comprised of the Confidential aspect of the meeting		
1 2	Any Other Business DO forwarded apologies for next month's Board and August's Executive meetings. AG to attend Adults Safeguarding Board in the place of AB in September 2017.		
1 3	Close of meeting 3.15pm		