

Healthwatch Doncaster – Minutes of Board Meeting

Thursday 29 November 2018

Venue: Conference Room, Cavendish Court

Members Present: Steve Shore (SSh) – Chair, Debbie Hilditch (DH), Andrew Bosmans (AB), Andrew Goodall (AG), Linda Crundell (LC)

Apologies: Sucha Singh (SSi)

In Attendance: Emily Green (EG)

	Agenda Item	Action	By
1	Welcome/Introductions/Housekeeping SS welcomed everyone to the meeting and introductions were made.		
2	Apologies Sucha Singh (SSi)		
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 Minutes from the Board meeting held on 25 October 2018 were reviewed and approved by those present at that meeting. Matters arising: Home Care and Support project – AG informed the Board that the report has been finalised and distributed and also publicised on social media. AG has had a meeting with Doncaster Council who have said they are fully supportive with the recommendations. 10 year plan – Not official as of yet. Waiting for HWE prescriptive and approach on what they require and confirmation for money/ amount HWD will receive. Long-term view plan Also waiting for confirmation for the Long-term view plan of NHS which may be shared next week by NHS England. AG has had conversations with ICS who have agreed to fully supported HWD financially with conversations around the long-term view plan. AGM update – Rutland house has been confirmed. EG has sent invitation letters and emails to partners and MPs.		

5	<p>Review Doncaster Healthwatch CIC policies and procedures HWD are working together with HR Law partners to organise Doncaster Healthwatch CIC policies and procedure.</p> <p>The Board viewed the handbook and the options to incorporate into current policies and procedures.</p> <p>There was a discussion on GDPR – HWD currently have a formal policy in place that covers breach of confidentiality and data protection.</p> <p>The Board had a discussion on the Disciplinary and Grievance policy. Due to HWD not having a set policy in place for this the Board viewed a draft version of a Disciplinary and Grievance policy. It was agreed an annotated version of the policy will be circulated to all board members to review and feedback. Once happy with draft version the Board will work with HR to finalise and implement as a new policy for HWD. This policy will then be consulted with staff for awareness and understanding.</p> <p>Staff have already been provided a reviewing session on all the other policies.</p> <p>The board agreed that Maternity and Paternity pay and sick pay will be illustrated in handbook formally.</p> <p>The Board agreed to adopt a handbook that contains all resources and options agreed for policies and procedures.</p>		
	<p>Future work Access to Primary Care - AG informed the Board he has met with Laura Shurburn on the access to primary care project. In this meeting it was agreed that HWD will be supported with £5000 to carry out work in relation to the extended access service - produce quarterly reports, deliver conversations to evaluate the access to primary care service, support with case studies and collecting extended narratives from patients, publicise the service and hubs. AG to chase Laura on the delivery of this work.</p>		
9	<p>AOB There was no Any Other Business.</p>		

Date and time of next meeting: Thursday 20 December 2018 – 3.30pm - 5.30pm

DRAFT