

## Healthwatch Doncaster – Minutes of Board Meeting

**Thursday 31<sup>st</sup> August 2017**

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

	Agenda Item	Action	By
1	<b>Welcome/Introductions/Housekeeping</b> SS welcomed everyone to the meeting and housekeeping matters completed.		
2	<b>Apologies</b> Vic Holbrey and Debbie Osborne		
3	<b>Declarations of interest</b> DH gave a Declaration in regards to Item 8 on the agenda.		
4	<b>Minutes of the last meeting and matters arising – PAPER</b> Minutes from 27 <sup>th</sup> July 2017 approved with one amendment noted by AB relating to Item 12  AG continuing work on implementing Advocacy data into existing reporting documents following discussions with Voiceability on sharing data.  All actions completed.	Update July minutes with the one amendment	AH
5	<b>Presentation by Choice for All Doncaster (ChAD)– Dental Access</b> Raymond from ChAD, supported by Peer Support Worker, Sue Millward, gave a presentation on their work undertaken on Dental Access for people with learning disabilities, delivered with funds from Healthwatch Doncaster's micro-grant scheme Board discussed helping ChAD, with the help of the Support Team, to create a video about their work; reporting the positive outcomes to the Local Dental Committee and other health and social care settings, and the Health and Wellbeing Board Officers meeting.	Request an agenda item for the next CCG Governing Body meeting to share results from this piece of work	DH
6	<b>Chief Officers Report – PAPER B</b> <ul style="list-style-type: none"> <li>Meeting on the Healthwatch contract, resulted in constructive feedback</li> <li>Lease arrangements for office in place to be completed in September</li> <li>Board approved purchase of accountancy software</li> <li>Recommendations for General Data Protection Regulation (GDPR) approved</li> </ul>	Arrange meeting with Rupert Suckling to discuss joint working on health messages	AG

	with AG to handle matters relating to data protection. Board requested AG to source any additional training that can be accessed.	Source any training that can be accessed relating to Data Protection etc	AG
7	<b>Healthwatch Doncaster – developing an Enter and View policy – Sandie Hodson</b> Board approved recommendations following SH's feedback received amongst Healthwatch colleagues at the national Healthwatch conference in July. This allows work to be continued on devising a policy that captures the tone of visits undertaken. SH to continue tasks relating to selection of Enter and View trained volunteers.		
8	<b>Recruitment updates</b> <b>Board Directors:</b> Board instructed AG to continue with the recruitment process and approved the information packs. It was agreed an interview panel would involve SS, AB and DH. <b>Business Support Officer:</b> Interview to be held on 8 <sup>th</sup> September– AB agreed to assist in a informal catch-up with the interviewee. AG said this would allow the organisation to recruit another apprentice. <b>Project Management Support – Engagement</b> Board approved DH to undertake a one day a week employment (outside of her vice-chair duties) to assist in a Engagement project for a few months.		
9 / 1 0 / 1 1	<b>Grant monitoring arrangements with the NHS Doncaster CCG/Finance Update/Update on Provider engagement meeting for Healthwatch NE Lincs</b> These items comprised of the Confidential aspect of the meeting		
1 2	<b>Any Other Business</b> AG confirmed a corporate gazebo will be available for Healthwatch Doncaster during the Charity Cricket Match on 10 <sup>th</sup> September, with Healthwatch Doncaster staff member involved. All TUPE tasks conducted over the last month have been completed. Board were informed of plans for the next Board meeting in September that falls on the first Partnership Board meeting and the AGM of the NHS Doncaster Clinical Commissioning Group – plans involve hosting the two meetings at the Keepmoat Stadium.	Send Board reminder of the day's activities prior to Thursday 28 <sup>th</sup> September	AH
1 3	<b>Close</b> 3.30pm		

