

Healthwatch Doncaster – Minutes of Board Meeting

Thursday 25 January 2018

Venue: Conference Room, Cavendish Court

Members Present: Steve Shore (SS) – Chair, Andrew Bosmans (AB), Debbie Osborne (DO), Andrew Goodall (AG), Bill McQueen (BM), Linda Crundell (LC), Debbie Hilditch (DH) from 3.00pm

Apologies: Vic Holbrey (VH),

In Attendance: Emily Green (EG)

	Agenda Item	Action	By
1	Welcome/Introductions/Housekeeping SS welcomed everyone to the meeting and welcomed Linda Crundell to her first Board meeting as a newly appointed Board member.		
2	Apologies Vic Holbrey		
3	Declarations of interest – Register of interests AG updated the Board on his appointment as a Trustee of B:Friend – a Charitable Incorporated Organisation. AG will update the register of interest and send form to members.	AG send out Register of Interest forms to Board members	AG
4	Minutes of the last meeting and matters arising Minutes from the November 2017 Board meeting were reviewed and approved.		
5	Doncaster Healthwatch CIC – annual accounts and sign off AG gave a brief background of the Unaudited Final Accounts. AB and AG to meet before the next meeting to review the final accounts and expenditure. The board agreed to adopt the final accounts document and sign as an accurate record.	AG and AB to meet	AB AG
6	Enter and View Policy AG informed the Board Sandie Hodson has drafted an Enter and View Policy. The policy was produced to the board and reviewed for comments. It was decided LC would attend future Enter and View meetings as a board representative to decide ongoing decisions. The Board agreed to adopted and approve this policy.		
7	Forward work plan		

	<p>The future work plan project for 2018 for Healthwatch Doncaster staff was agreed and will be produced to discussed with staff at the next team meeting.</p> <p>The key project areas are:</p> <p>Community Led Support Care and Support at home (homecare) Elective Care Development Collaborative 100 day challenge Doncaster Place Plan workstreams Missed Hospital Appointments – follow up to recommendations Community Pharmacy – ChAD Young Healthwatch – CAMHS/Mental Health</p>		
8	<p>Tenancy agreement for Cavendish Court AG gave an overview of the tenancy agreement document.</p> <p>It was discussed and decided that AG will seek advice on legal guidance on the terms and conditions and flag any areas of concern. Once legal advice has been given, it was proposed SS will sign the agreement on behalf of Doncaster Healthwatch CIC.</p> <p>The Board requested an electronic version for our records.</p>	<p>AG to contact Dickinson-Wood for independent legal advice</p>	<p>AG</p>
9	<p>Flexible Working Policy The Board reviewed the working policy developed by Healthwatch Doncaster staff and proposed the document to be made simplified.</p> <p>AG raised that staff are currently developing a shortened version of the policy.</p> <p>It was agreed that ‘3.6 Debit’ within the policy is to be taken out.</p>	<p>Revised, shorter version of the flexi-policy to come back to the Board for review</p>	<p>AG</p>
10	<p>Any Other Business Healthwatch have been approached by an organisation called Area Health Information Service who design magazines/leaflets. AG brought this to the board to be discussed.</p> <p>DH proposed to ask groups to be included within the magazine, i.e. ChAD, Young Healthwatch, Doncaster Keeping Safe Forum.</p> <p>Healthwatch Doncaster have completed a response to Healthwatch England on the ACS/STP and our relationship with them to inform the Health Select Committee</p>	<p>Healthwatch England have compiled all the response and provided feedback to the Health Select Committee: https://www.healthwatch.co.uk/news/how-are-people%E2%80%99s-views-influencing-health-reforms</p>	

11	Close 3.30pm		
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