

Minutes of Board Meeting
Held at 2pm in Rowan House
Friday 16th May 2014

Present:	Carole Hall	CH	Chair
	Jane Randall-Smith	JR-S	
	Vanessa Barrett	VB	
	Terry Harte	TH	
	David Beechey	DB	
	Daphne Lewis	DL	
	Anne Wignall	AW	
	David Voysey	DV	

In attendance:	Steph Dunbar	Minute Taker
	Gerald Dakin	Public
	Julie Davies	Public

1. Welcome, Introduction & Apologies

CH welcomed David Voysey to the Board. Apologies were received in advance from Wendy Brook, Daphne Lewis and Mandy Thorn.

2. Declarations of Interest

CH declared that her partner is Shropshire Rural Community Council (RCC) acting Chair. AW declared her role as Chair of AgeUK for Shropshire, Telford & Wrekin.

3. Questions from the public

CH welcomed the public and asked if there were any questions.

a) Draft Procedure

CH introduced the paper and a discussion took place regarding the location of future board meetings in public. It was agreed that as board meetings in public would be held quarterly, every other meeting would be held in a location outside of Shrewsbury. The success of this approach would be assessed and reviewed as necessary. The Board discussed the participation of the public in meetings and agreed with the process set out in the paper for the public to submit questions, and the Board to reject questions if required. It was also agreed to allow up to 15 minutes of questions from the public or longer at the discretion of the Chair. It was agreed to update the 'Confidential items' section of the paper to include the discussion of an identifiable place or service.

Action: SD to book venue for September meeting

Action: JR-S to update and formalise procedure & SD to place on website

4. Board Meeting held on 24th March 2014

a) Approval of Minutes

The minutes were agreed for accuracy and signed by CH.

b) Matters arising not on the agenda

CH advised that 1:1 meetings between her and Board members would be arranged electronically. VB informed the Board WB had agreed to join the Enter & View (E&V) Committee and had attended her first meeting. JR-S noted that as per the post-meeting note in point 7b (Volunteers for Approval) it had been agreed that the Business Committee should continue approving E&V volunteers.

5. Governance

a) Board Membership

JR-S informed the Board that she had been approached by a Councillor requesting to be a Board member, however, the HWS articles do not allow for members of Shropshire Council to become Board Members. This was discussed and it was noted that this issue had also been discussed at length in the establishment of HWS and the drafting of the Articles. At that time the Board agreed that it would be inappropriate to apply to change the articles.

b) Election of Vice Chair

A discussion took place regarding the role of vice chair and it was agreed that TH would stand-in as chair of Board or Committee meetings should CH not be available or it be inappropriate for her to chair. It also agreed that the rest of the Board would attend meetings in CH's place as requested and required depending on their availability.

c) Cost Sharing Agreement 2013/14

CH informed the Board of the background to the document and advised them that the intention for 2014/15 is to have a Service Level Agreement (SLA) between HWS and Shropshire Rural Community Council (RCC). The Board agreed with the content of the document and were in agreement for CH to sign in support of the independent financial examination.

Action: CH to sign document following meeting

d) License

CH advised that the license was discussed at the Business Committee and was recommended to the Board for approval. The Board approved the document.

Action: CH to sign document following the meeting

e) Risk Assessment

JR-S provided an update of the current matrix- the risk from the RCC working relationship had been downgraded due to work on the SLA. JR-S advised that she had agreed with CH to work from home one day per week to allow time to focus on internal work such as policies etc.

VB noted that F1 (Operational Factors- Reputation impact of event, fraud...etc.) should also refer to Adult Safeguarding as an appropriate procedure.

Action: JR-S to update document

6. Marketing

a) Working Group

AW updated the Board on the first marketing meeting and advised the Terms of Reference for the group had been agreed and that the group would be classed as a 'working group' looking at all aspects of marketing and public relations. It was agreed that AW would provide verbal updates of the group at Board meetings.

b) Annual Event

It was advised that the annual event had been booked for the afternoon of Tuesday 8th July, at the Chapel Community Centre in Cross Houses. JR-S updated the Board of the layout of the day and the focus around the 'changing times in health & social care'.

Post meeting note: After discussions at the marketing group following the Board meeting, it was agreed to postpone the annual event until 16th September.

7. Current Activities

a) Reports from Committee meetings

i. Enter & View Committee

VB advised that the E&V visits were underway with 6 currently completed and 4 reports made public. JR-S noted that she had received positive comments about the quality of the reports; CH supported the comment and the Board acknowledged the work put in by the volunteers and Kate Prescott on these reports.

VB advised that HWS had been asked by Shropshire Council to undertake visits to learning disability facilities as part of the visit programme.

A discussion took place regarding the sensitivity required when including the opinions of service users and staff in reports and it was acknowledged that nothing identifiable is used in reports and if anything of a difficult nature arose it would be discussed with the provider directly.

ii. Intelligence Committee

DB provided an update and advised that Information Sharing Protocols (ISP) were now in place with Shropshire Clinical Commissioning Group (CCG) and Shropshire Council and had already been used. DB informed the Board that going forward HWS will be required to respond directly to any Freedom of Information (FoI) requests received.

b) Research Grants

JR-S confirmed that the first payments had been made to the successful applicants. She also advised that approval had been received from Shropshire Council for HWS to retain the remaining £1000 to use towards grant workshops in the North & South of Shropshire ahead of the second round of grant applications in September.

c) Mental Health Project

JR-S & VB provided an update on the progress of the mental health programme and advised the programme will be looking into access to information and services across a wide variety of services.

d) NHS FutureFit

A discussion took place regarding HWS involvement in the NHS FutureFit programme and the levels of public engagement taking place. It was noted that those Board members involved in the various work streams were concerned with the public engagement side of the programme.

8. Chairs Report

CH gave a verbal update on meetings attended, including introducing two engagement sessions as part of the NHS FutureFit programme. CH also advised that she had taken part in a HW chairs webinar discussing the challenges around maintaining a good relationship with the local Clinical Commissioning Groups (CCGs); she thought that there was a strong relationship between HWS and Shropshire CCG.

a) Chief Officers Report

JR-S gave a verbal update on her progress including the work between herself and Catherine Pritchard on creating the Annual Report. JR-S noted that HWE had advised that the reports did not have to include audited accounts; however, she thought that it was important for HWS to include audited accounts in the final report.

A discussion took place regarding the first FoI received by HWS and it was agreed that JR-S would look into charging admin fees for FoI in future.

JR-S informed the Board that the final version of the 'You Said, We Did' report would be made available to the public before the end of June.

JR-S provided an update on HWS taking over the chairing of the CCGs Equality and Delivery steering group, advising that MT would be chairing on HWS behalf, with a workshop taking place in mid-June to aid the transition.

9. Dates of Future Board Meetings

19th June, 4pm- Teleconference to accept accounts

26th June, 3:30pm- AGM with Shropshire RCC

12th September- Board meeting in public.

10. Resolution to manage confidential business in a closed meeting

CH put forward a resolution to close the public section of the meeting. This was agreed.