

Minutes of Board Meeting
Held at 10:30am in Rowan House
Tuesday 19th November 2013

Present: Carole Hall CH Chair
Jane Randall-Smith JR-S
Daphne Lewis DL
Vanessa Barrett VB

In attendance: Steph Dunbar Minute Taker

1. Welcome, introductions and apologies

Apologies were received from Gordon Grant and David Beechey.

2. Declarations of Interest

No declarations.

3. Approval of previous minutes

The minutes of the meeting on 1st October were agreed for accuracy and signed by CH.

4. Matters Arising

It was agreed that the updated roles as per 7.a (Volunteer role descriptions) did not need to return to the Board for acceptance. JR-S advised that 9.d (Representation at meetings) was on-going as the volunteer base grew and required attendance at meetings would be decided upon when sufficient information regarding their uses had been gathered. It was agreed to remind all volunteers and staff that all meeting reports and papers, agendas and minutes are returned to the HWS team for filing and any appropriate action. JR-S advised that ID badges for Board members and volunteers were being progressed.

Action: SD to follow up badges with RCC

5. Finance

a) Current Position

The supplied document was discussed. JR-S advised that Shropshire Council had agreed that any underspend could be carried forward to the next financial year. However, JR-S believed that the main focus of the underspend should be staff development and software, to which all agreed. It was agreed for the Business committee to take a lead on mapping the use of the underspend and future budget, with a meeting taking place to allow other Board members not on the committee to share their opinions. The meeting was agreed for Monday 20th January at 2:30pm. It was noted that it would be beneficial to have an SLA in place between HWS and Shropshire RCC going forward from 2014.

Action: SD to forward date to GG & DB

Action: JR-S to draft SLA with RCC

b) Bank Mandate

JR-S introduced the bank mandate document and asked that it be signed by the Board members present so that they may be signatories for cheques. It was resolved that the authorised signatories in the current mandate, for the accounts detailed in section 2 of the Mandate, be changed to include DB, CH and VB, and that the current Mandate will then continue as amended.

6. Governance

a) Board membership

CH advised of the resignation of Roger Buckley from the HWS Board, Committees and as a volunteer.

b) Board member recruitment

JR-S provided an update on the advertisement for new Board members. JR-S advised a joint press release would be distributed for HWS and Telford & Wrekin.

c) Minutes of Business Committee

The minutes were agreed in draft form. CH noted that Alan Healey had since agreed to facilitate the staff & Board day. It was also noted that the publication of the report for the maternity services review had been deferred until 13th December.

d) Progress on policies & policies for approval

JR-S advised the first draft of a Health & Safety policy had been received from the H&S Consultant and would be presented to the Board for acceptance once reviewed.

i. DBS Policy

The policy was agreed.

ii. Policy for DBS Secure Storage

CH addressed the need to clarify in the section 'disposal' that paper copies of documents are occasionally retained, but will be disposed of via the use of a cross cut shredder. It was agreed to make reference to HWS Retentions policy in the 'retention' section of the document. The policy was accepted with the mentioned updates.

Action: KP to update policy

Action: JR-S to provide a copy of RCC retention & back up policy

iii. Decision Making Process

It was agreed to accept the policy upon confirmation of updates.

Action: SD to confirm updates to policy

e) Risk Assessment

JR-S advised that the H&S Consultant had provided a Risk Assessment matrix following their initial visit. It was agreed the document would be discussed at the Risk Assessment working group and distributed to the Board for their comments. JR-S advised that the RCC risk assessment group had met and agreed they were happy with the running of HWS and the procedures in place. It was agreed that upon completion the RCC would be provided a copy of the Risk Assessment matrix for information.

Action: JR-S/SD to distribute Risk Assessment matrix electronically to Board

f) KPIs

JR-S advised that HWS commissioner Neil Evans had received a copy of the LGA/HWE document and that NE had begun mapping HWS KPIs using the outcome and impact development tool. JR-S noted that going forward the KPIs could be used as a report format for the Board allowing it to monitor progress.

g) Safeguarding

VB discussed her research into Safeguarding legislation for Shropshire and advised that a draft policy had been drafted for HWS Volunteers. It was agreed that VB would send the document via email to JR-S and KP for comments. CH suggested that herself or JR-S contact HWE to enquire as to whether they will be creating a policy for all LHW.

Action: JR-S/KP to provide comments on policy electronically

Action: JR-S/CH to contact HWE regarding their work development plan

7. H.R

a) Approval of volunteers

The supplied document was discussed. It was agreed to approve the listed 6 volunteers and the previous approval of 3 volunteers was also acknowledged.

b) Employment contracts

JR-S advised that staff contracts of employment were still outstanding and that the H&S Consultant had been tasked with providing an updated clause. JR-S advised that a draft Employee Handbook draft had also been received.

Action: JR-S to follow up with the H&S Consultant

c) Education, Development & Training

CH introduced the supplied paper. A discussion took place regarding the provision of study leave for staff and whether this should be paid. The proposal was accepted. It was agreed that staff would be eligible for the equivalent of a week's paid study leave following six months of employment with HWS.

8. Marketing

a) Website

JR-S advised that the new-look website was now fully operational and being updated.

b) New literature

JR-S advised that two new leaflets were being finalised ahead of the HWS 'Way Forward' event on 21st November. It was noted that press-releases had been finalised on Board recruitment, HWS event and the HWS Research grant.

9. Operational Issues

a) Minutes of Enter & View Committee

VB provided an update on E&V. JR-S noted that the H&WBB had requested a HWS update and a report based on the progress on E&V had been submitted. The minutes were agreed in draft form.

b) Minutes of Intelligence Committee

VB provided an update of the committee in lieu of GG. The draft minutes were noted to follow electronically. JR-S advised that comments and information received with regards to services thus far had been collated into visual diagrams for introduction at the HWS 'Way forward' event.

Action: SD to provide draft minutes

c) Annual event

JR-S provided a breakdown of the agenda for the event. DL and CH agreed to assist in the facilitation of the carousel discussion in the afternoon session, alongside JR-S, VB and AR.

d) Research Grant

The draft papers were discussed. JR-S agreed to check with SH how long finance records and grant records are kept as per section 2.9 in Terms and Conditions. It was agreed to remove 2.11 from the T&C document (disposal of assets purchased by HWS research grant).

Action: Intellectual property section to be completed

Action: SD/KP to update document

Action: JR-S to check finance record storage

10. Date of next Board meeting

Tuesday 11th February 2014 at 10:30am.