

Minutes of Board meeting in public  
Held at 2pm in Walford Davies Suite, Oswestry Guildhall  
Tuesday 14<sup>th</sup> February 2017

Present:	Daphne Lewis	DL	Chair
	Terry Harte	TH	
	Vanessa Barrett	VB	
	David Beechey	DB	
	Anne Wignall	AW	
	Steve Price	SP	
	Angie Saganowska	AS	
	David Voysey	DV	
	Jane Randall-Smith	JR-S	

In attendance:	Steph Dunbar	Minute Taker
	Alan Davis	Public

**1. Welcome, introductions and apologies**

Apologies were received in advance from Mandy Thorn.

**2. Declarations of interest**

AW declared her role as Chair of AgeUK Shropshire, Telford & Wrekin.

**3. Board meeting in public held on 24<sup>th</sup> November 2016**

**a) Approval of minutes**

The minutes were agreed for accuracy and signed by the Chair.

**b) Action plan**

JR-S advised that the Safeguarding policy updates were in hand.

**Action: SD to re-send requests for Board contact details**

**c) Matters arising**

It was agreed that DL would write to Mandy Thorn thanking her for her term as a Board member.

**4. Governance**

**a) Risk management**

JR-S advised that the physical security for the HWS building has been update: building now has an intercom on the external door connecting to HWS office and door now locked.

JR-S reported that HWS's articles, under B1, state that HWS officially has the power to work within the 'ceremonial county of Shropshire', which includes Telford & Wrekin.

It was commented that HWS were involved in interviews for the Accountable Officer for Shropshire CCG; it had since been confirmed that Simon Freeman would take on the role permanently.

The risk matrix was approved by the Board.

**b) Outcomes of policy review**

JR-S provided a written update of the policies recently reviewed by an internal working group: Holding Board meetings in public, Escalation, ICT and social media and Whistle blowing policies. It was noted that a timetable for reviewing policies was now in place.

The changes were accepted by the Board.

**5. Finance**

**a) Management accounts to end December 2016**

JR-S informed the Board that HWS eligibility for discounts on Microsoft software was being reviewed before the migration to Office 365 was underway.

The Board were advised that the HWS Budget has been confirmed for 2017-18 at the same level: it was noted that the ICHAS budget was also confirmed for the same level of funding.

The accounts were accepted by the Board.

**6. Reporting**

**a) Chairs report**

A report was provided for information.

**b) Board reports**

A report was provided for information.

TH provided a verbal update of the recent NHS FutureFit Assurance group meeting and its Gateway report.

VB provided an update on the Neighbourhoods work.

**c) Chief Officers report**

A report was provided for information.

JR-S noted that two Research grant applications had been approved and an additional three applications had been received from a second call.

**7. Current activities**

**a) Reports from Committee meetings**

**i. Enter & View**

A update was provided as part of VB Board report.

**ii. Intelligence**

AS provided a verbal update of the recent Committee meeting.

It was noted that the format of how intelligence is submitted to the Committee had been updated and that hot topics would now be bimonthly to allow wider time for collect data.

**8. A.O.B.- if notified in advance**

TH commented that he was impressed with the quality of the recently published HWS Research grant reports from Marches Energy and CEDAR.

**9. Questions from the public**

Alan Davis, Oswestry Town Councillor, asked for information regarding the key contact for Neighbourhoods work in the Oswestry area.

**Action: Response to be emailed to AD**

*\*Post meeting note:*

*Details of a Local Joint Committee meeting being held on 7<sup>th</sup> March, 7pm at Marches School Oswestry were provided. This meeting would discuss community focus work taking place in Oswestry, including key contacts.*

**10. Dates of future Board meetings**

23<sup>rd</sup> May 2017, 2pm, Shrewsbury (venue TBC)

AGM- 26<sup>th</sup> June 2017, 2pm, Shrewsbury (venue TBC)

**11. Resolution to manage confidential business in a closed meeting**

The resolution was agreed.