

Minutes of Board meeting in Public
Held at 2pm in Plowden Room, Craven Arms Community Arts Centre
Tuesday 17th February 2015

Present:	Carole Hall	CH	Chair
	Vanessa Barrett	VB	
	David Voysey	DV	
	David Beechey	DB	
	Mandy Thorn	MT	
	Anne Wignall	AW	
	Jane Randall-Smith	JR-S	
In attendance:	Steph Dunbar	Minute Taker	

1. Welcome, Introductions and apologies

Apologies were received in advance from Terry Harte, Daphne Lewis and Wendy Brook.

2. Declarations of Interest

AW declared her role as Chair of AgeUK Shropshire, Telford & Wrekin. MT declared her role as a Director of a care provider and Vice Chair of Shropshire Partners in Care (SPIC).

3. Questions from the public- notified in advance

There were no questions notified in advance.

4. Board meeting in Public held on 17th November 2014

a) Approval of minutes

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

b) Action plan

It was noted that SD would chase the outstanding meeting with the editor of the Shropshire Star (4b) and JR-S would follow up with Shropshire CCG regarding a regular Health & Well-being column.

c) Matters arising not on the agenda

JR-S advised that the locations of the 'Tell Us' post-boxes would be discussed at the March marketing meeting.

It was noted that the tabling of HWS Research grant reports (9b) had been discussed with the Health & Well-Being Board (HWBB) and the protocol for submitting these was being explored.

5. Governance

a) Risk Management matrix

The updated document as reviewed by the Business Committee was discussed, including the suggestion that staff workload may never be reduced below a red risk.

JR-S reported that the possibility of separating the HWS IT system from Shropshire RCC in order to improve broadband connection speeds was being explored by JR-S & SD.

b) Policies

i. Lone Working policy

The Board approved the policy as recommended by the Business Committee.

JR-S advised that Paul Devlin, former Chief Officer of Healthwatch Birmingham, had been commissioned to assist in the creation of outstanding policies, including the Escalation policy.

6. Finance

a) Management accounts to date

An overview of the accounts to date was discussed, with JR-S reporting that a surplus of £9500 was being forecast by the end of the financial year.

7. Marketing

a) Working group

AW encouraged Board members to take HWS leaflets for regular distribution in their local area to locations such as: Pharmacy, GP surgery, Post Office and Community centre. It was requested that the Marketing group create a list of locations and the most relevant information to be displayed in these areas.

Action: Marketing group to create leaflet location list

MT suggested that the group also discuss the creation of an A3 poster to highlight what HWS does to be displayed in reception areas of care homes.

b) Annual event 2015

JR-S advised that Thursday 24th September had been identified as the preferred date for the 2015 HWS Annual event. It was noted that the Marketing Group would be discussing the theme of the event.

Action: MT to enquire about using STFC for event

8. Reports

a) Chairs report

It was noted that CH no longer attends E&V and Intelligence Committee meetings but receives minutes. A discussion took place regarding the Stakeholder group and it was agreed that CH would contact Stakeholders to gather their opinions on the effectiveness of the group.

Action: CH to contact Stakeholder group

b) Board member reports

It was agreed that Board members involved in the NHS FutureFit programme would attend an internal meeting to provide updates on the relevant work streams.

Action: SD to internal FutureFit meeting

Following DB update it was agreed that VB would attend 'Increasing Clinical input to Care Homes' meetings going forward.

Action: SD to advise VB attendance at meeting

Reports from VB, MT and DV were discussed and JR-S reported that a meeting between herself and Wendy Brook (WB) would be taking place to discuss further involvement, at WB request.

c) Chief Officers report

JR-S provided an update of her activities between November- February, advising that the Communications & Engagement strategy created for the HWBB was currently with Stakeholders for comment.

9. Current activities

a) Reports from Committee meetings

i. Enter & View

It was suggested that the E&V Committee meet with the Board to inform them of projects and visits undertaken throughout the year.

VB reported that due to delays in the publishing of E&V reports, the processes for approval had been discussed at the E&V Committee and readjusted to allow for quicker approvals. It was proposed and agreed that CH be classed as a 'member' of the Committee to assist in the approval of reports.

ii. Intelligence

DB reported that Shropshire Libraries had agreed to host HWS reports in the larger libraries. It was noted that a coding system for reports to allow members of the public to easily locate specific reports was being considered by the Committee.

b) Research Grants

JR-S advised of the 4 applications received, 2 applicants had been contacted for further information. Due to the reduced number the full monetary allowance would not be taken up.

JR-S commented that HWS would be hosting another workshop about how to apply for the grant and conduct research, with the workshop planned to take place in early summer.

c) NHS FutureFit

VB provided an update from the Programme Board and Gateway review. VB informed the Board that an anonymised report containing the discussions as part of the Gateway review would be presented to the Accountable Officer of Shropshire CCG and Chief Officer of Telford & Wrekin CCG for consideration. It was noted that a summary and action plan from the report would be sent to the Programme Board.

d) GP Access Pilot project

It was reported that the data collection in practices would be finished by the end of February.

e) Mental Health project

JR-S informed the Board that a final attempt to conduct a pilot questionnaire within a GP practice would be taking place. It was noted that if no practices came forward help in the pilot, internal discussions would take place about the inclusion of the practice questionnaire as part of the project.

f) ICS Evaluation

JR-S advised that the roll out of ICS had been more rapid than originally anticipated, and that it had been suggested that a second evaluation take place covering the three pathways.

g) Health & Well-Being Board

It was advised that, following HWS involvement in the Pharmaceutical needs assessment- the report of which was published for consultation- HWS had been asked to contribute to the Sexual Health services needs assessment.

JR-S reported that she had been invited to give a presentation to the Public Health team as part of a Public Health Continuing Professional Development session.

10. Dates of future Board meetings

26th May, 2pm- Central Shrewsbury Baptist Church

22nd June, 2pm- Conference Call

29th June, 3:30pm- AGM

11. Resolution to manage confidential business in a closed meeting