

Minutes of Board meeting in public  
Held at 2pm in Board Room, Shropshire RCC  
Tuesday 24<sup>th</sup> May 2016

Present: Carole Hall CH Chair  
Terry Harte TH  
David Voysey DV  
Daphne Lewis DL  
David Beechey DB  
Mandy Thorn MT  
Steve Price SP  
Angela Saganowska AS  
Anne Wignall AW  
Ann Furness AF  
Vanessa Barrett VB  
Jane Randall-Smith JR-S

In attendance: Steph Dunbar Minute Taker

**1. Welcome, introductions and apologies**

There were no apologies.

**2. Declarations of interest**

AW declared her role as Chair of AgeUK Shropshire, Telford & Wrekin. MT declared her role as Vice Chair of Shropshire Partners in Care and as a Director of a local care Provider.

**3. Questions from the public-notified in advance**

There were no questions.

**4. Board meeting in public held on 22<sup>nd</sup> February 2016**

**a) Approval of minutes**

The minutes were approved following a correction to the date and signed by the Chair.

**Action:** SD to update minutes

**b) Action plan**

It was agreed that SD would arrange a date for the Risk management matrix (7a) to be reviewed.

JR-S advised that the creation of the Finance policy (4b) and updates to the existing Safeguarding policy (4c) were underway as a matter of urgency. It was agreed to bring the documents to the Business Committee for approval.

**Action:** Policies to be taken to July Business Committee

**c) Matters arising not on the agenda**

There were no matters arising.

## 5. Governance

### a) Risk Management matrix

JR-S provided the updated matrix for discussion. It was noted risk E3a had been amended to include the Sustainability & Transformation plans (STP), with the overall rating being raised to a high risk.

JR-S advised that G3 had been created as a new risk following the implementation of the IHCAS contract with overall medium risk.

The Board accepted the matrix.

**Action:** SD to arrange risk review meeting

### b) Complaints policy

The updated policy was accepted by the Board.

### c) Confidentiality policy

The updated policy was accepted by the Board.

### d) Records & Retentions policy

The updated policy was accepted by the Board.

### e) Lone working policy

The updated policy was accepted by the Board.

## 6. Finance

### a) Management accounts for the year ending 31<sup>st</sup> March 2016

The management accounts were discussed and accepted by the Board.

### b) HWS Credit Card

JR-S advised that the Business Committee had discussed the potential for HWS to have access to a credit card for occasional use, as currently items requiring immediate payment- such as train tickets- were purchased using the Shropshire RCC credit card, or JR-S personal credit card.

It was proposed that HWS procure an OGC card issued in JR-S name with a £500 per transaction limit.

The proposal was accepted by the Board. MT requested that JR-S review the staff contracts to reflect proper use of the company card

**Action:** JR-S/SD to arrange credit card

**Action:** JR-S/SD to review staff contracts for use of credit card

## 7. Marketing

### a) Update

AW informed the Board that the Editor of the Shropshire Star had been approached regarding a monthly column from HWS; a trial column will be included in an upcoming paper.

It was noted that press releases for each published Enter & View report had been discussed, but decided against due to concerns on how the press may misconstrue the neutral voice.

**b) Annual event 2016**

JR-S advised that a second event had been planned for early 2016-17 but was put on hold due to workload and staff availability.

It was suggested that the annual event be held in October-November over a full day covering both HWS work and a 'question time' with providers.

**8. Reports**

**a) Chairs report**

A report was provided for information.

**b) Board reports**

A report was provided for information.

**c) Chief Officers report**

A report was provided for information.

**9. Current activities**

**a) Intelligence Committee update**

DV provided an update on the Committee discussions, noting that members of the public calling HWS to share their experiences were now being asked to share part of their postcodes for further levels of analysis.

**b) Enter & View Committee update**

An update was provided as part of VB Board report.

**10. Dates of future Board meetings**

23<sup>rd</sup> June 2016, 10am, teleconference

8<sup>th</sup> September 2016, 2pm, South Shropshire (venue TBC)

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