

Minutes of Board meeting in Public
Held at 4pm in Conference Suite, Shrewsbury College
Thursday 19th November 2015

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

In attendance:	Steph Dunbar	SD
	Lynn Cawley	LC
	Adelle Wilkinson	AW

1. Welcome, introductions and apologies

Apologies were notified in advance from Carole Hall.

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 10th September 2015

a) Approval of minutes

The minutes were approved and signed by the Chair.

b) Action Plan

JR-S noted that a HWS Finance Policy was in the process of being drafted and would be circulated to the Board for comment and approval.

Action: JR-S/SD to draft policy & take to Business Committee

It was advised that there was currently no update regarding fibre broadband being delivered to Shrewsbury Business Park.

Action: SD to discuss with MT and Shropshire RCC

c) Matters Arising not on the agenda

It was noted that updates to the Safeguarding policy were outstanding.

Action: SD/LC to update

5. Presentation on Enter & View (E&V)

LC presented a paper to the Board with an update on the current E&V programme.

It was reported that the KPI of one E&V visit per week taking place had been met since August. LC noted that the challenge with meeting this target was low numbers of active E&V volunteers (currently 10). An E&V training session was arranged for 17th December with three new volunteers registered on it.

MT commented that feedback on E&V visits from Care providers through Shropshire Partners in Care (SPIC) was positive and highly improved on HWS' predecessor.

6. Governance

a) Risk Management

JR-S presented the updated Risk Management matrix, noting a new risk (E3a) had been added regarding HWS not being able to respond to the NHS FutureFit pressures.

The Board accepted the updated matrix.

It was agreed to host a working group review of the document again in January; MT and DV agreed to be part of the group.

Action: JR-S/SD to arrange risk management working group

7. H.R.

a) Board recruitment

A recruitment drive for Board members and volunteers will take place in January 2016. It was agreed that all Board members would complete the skills matrix to enable easier recruitment to the Board.

Action: SD to send skills matrix to Board

b) Staff recruitment

JR-S advised that the full staff compliment was now in place, with team members settling in well.

8. Finance

a) Management accounts to end September 2015

The management accounts were reviewed and accepted by the Board.

9. Marketing

a) Update

JR-S reported that the monthly hot topics had started to generate larger numbers of comments for their subjects.

The following Hot Topics were agreed for future months:
December- Promotion of 'Stay Well This Winter' campaign
January- Social Care services
February- Mental Health services
April- Stroke services.

Action: SD to arrange marketing group meeting for January

b) Annual event

JR-S commented that initial feedback following the event had been positive. It was noted that the potential for a second event in April had been discussed, to celebrate the end of HWS initial contract and the work done so far. Feedback so far has been positive.

10. Reports

a) Chairs report

Report provided for information

b) Board Member reports

Report provided for information

c) Chief Officers report

Report provided for information.

11. Current Activities

a) Reports from Committee meetings

i. Enter & View Committee

Update provided as part of VB Board report.

ii. Intelligence

An update was provided as part of DB Board report, including an ongoing discussion regarding collecting partial postcodes to assist in experience analysis.

12. Dates of future Board Meetings

22nd February, 2-5pm, North Shropshire

13. Resolution to manage confidential business in a closed meeting

The resolution was passed.