

Minutes of Board meeting in public
Held at 2pm in Central, Shrewsbury Baptist Church
Tuesday 26th May 2015

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

In attendance: Steph Dunbar Minute Taker
 Angela Saganowska Public
 Susan Bell Public

1. Welcome, introductions and apologies

Apologies were received in advance from David Beechey.

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). CH declared that her partner is the Vice Chair of Shropshire RCC. DL advised that she had stepped down as Chair to Shropshire Patients Group (SPG), but would continue to be involved as a member.

3. Questions from the public, notified in advance

There were no questions submitted.

4. Board meeting held on 17th February 2015

a) Approval of minutes

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

b) Action plan

It was noted that it had been agreed that both CH and the HWS Commissioner would contact the HWS Stakeholder group to try and encourage continued attendance.

JR-S advised that HWS had chaired a meeting with all major providers locally to discuss how complaints are gathered in Shropshire. JR-S reported that the discussions were well received by those in attendance with an agreement for HWS to do a small piece of work collating information about numbers and topics of complaints received locally. It was noted the potential for a single county wide complaint number had been discussed, with HWS potentially running the service.

c) Matters arising not on the agenda

AW noted that a meeting was now being arranged with the new Health journalist for the Shropshire Star (4b).

MT agreed to follow up with Shrewsbury Town Football Club regarding potential availability for HWS Annual event (7b).

VB proposed that the E&V Committee and volunteers provide a presentation of recent work to the Board at the September meeting (9a).

JR-S advised that the draft mental health project report had been received and would be circulate in due course (9e).

5. Governance

a) Volunteer policy

The volunteer policy was provided to the Board for approval, following updates to the process of accepting volunteers. The policy was approved following an agreed update to include that volunteers may also 'serve as a Board member or Committee member'.

Action: SD to update policy

b) Enter & View policy

JR-S advised that the E&V policy had been reviewed, separating procedures into a separate document. It was agreed that JR-S would circulate an updated copy of the policy to the Board members electronically for approval.

Action: JR-S to update and send electronically

c) Escalation policy

JR-S advised that the Escalation policy would be circulated electronically for comment and approval following its updating to be linked with the existing Safeguarding policy.

Action: JR-S to send electronically for approval by June 30th

d) Risk Management

The document was discussed and it was noted that risks regarding political change had remained as a red rating whilst the new government becomes established.

JR-S reported that fibre broadband was scheduled to be installed at Shrewsbury Business Park in July. It was agreed to review the issues regarding I.T systems when the upgraded broadband was in place.

Action: JR-S to provide update on I.T systems at September Board

6. H.R.

a) Board recruitment

A discussion took place regarding the potential to recruit up to three Board members, following the resignation of Wendy Brook. The Board were in agreement for CH to create a skills matrix, identifying any skills gaps to be highlighted when looking for new candidates. It was agreed to update the Board recruitment paper with an aim to advertise positions from June.

Action: JR-S/SD to update recruitment pack

Action: CH to create skills matrix

7. Finance

a) Corporation tax

JR-S reported that a formal request to submit a corporation tax return had been received from HRMC. It was advised that the process to complete a nil claim was underway.

A discussion took place regarding the timeliness of accounts overview being provided by HWS financial support. It was agreed that CH would formally write to the Chair or Deputy Chair of Shropshire RCC to note HWS concerns.

Action: CH to write to Chair of Shropshire RCC

8. Marketing

a) Update

AW provided an update regarding marketing activities. MT noted her thanks to Andrea Jones and SD for their engagement work outside of normal working hours, including a regular stand at Shrewsbury Markethall.

9. Reports

a) Chairs report

It was noted that representation in the NHS FutureFit programme equated to nearly half of the Chairs volunteer hours. CH advised that meetings with the HWS Commissioner showed overall positive perceptions of the levels of work undertaken by HWS.

b) Board member reports

MT provided apologies for not submitting a report, noting few activities for HWS recently. Written updates were provided by AW, TH and DL.

VB provided an update and noted involvement in Mental Health awareness week at Bridgnorth library. SD commented that feedback of the week had shown low footfall, but had been useful for network and relationship building.

c) Chief Officers report

JR-S thanked the Board for assistance in commenting on various Trust Quality Accounts, and for comments relating to the HWS Annual report.

It was noted that HWS currently chaired a task and finish group as part of the H&WB engagement strategy.

10. Current activities

a) Reports from Committee meetings

i. Enter & View

VB advised that a detailed forward planning programme had been created, increasing the amount of visits and responsibility of visit teams.

ii. Intelligence

JR-S reported that sentiments charts were now available on the HWS website. It was also noted that a system to log comments received on E&V visits was now in place.

11. Dates of future Board meetings

22nd June, 2pm- Teleconference

29th June, 3:30pm- AGM

10th September, 7pm

19th November, 3pm

18th February 2016, 3pm

12. Resolution to manage confidential business in a closed meeting