

Minutes of Board meeting in public  
Held at 4pm in Old Library, Shawbury Village Hall  
Monday 4<sup>th</sup> June 2018

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

In attendance:	Steph Dunbar	Minute Taker
	Debbie Vogler	DeV
	Brian Rapson	BR

5 members of the public

**1. Welcome, introductions and apologies**

DL welcomed everyone and thanked them for attending. Apologies were received in advance from Angie Saganowska.

**2. Declarations of interest**

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

**3. NHS FutureFit presentation**

DL introduced Debbie Vogler; Associate Director of NHS FF.

DeV explained the reasoning behind the FutureFit consultation, noting that early work showed a local desire for both hospital sites to remain. DV commented that a model with planned care on one site and the Emergency Department (ED) on the other site will ensure better levels of care are given in each.

It was felt that splitting the focus of the two sites will also allow for a better recruitment rate than previously seen in the county.

DeV noted that this model had been backed by medical staff as a safe model of care.

DeV explained that Option 1 (ED at RSH and planned care at PRH) is the preferred option in part due to RSH's existing status as a trauma unit. In both options, both sites will retain a 24 hour Urgent Care Centre (UCC), midwife led maternity service, outpatients and testing departments.

DeV confirmed that the consultation would run for 14 weeks from 30<sup>th</sup> May until 4<sup>th</sup> Sept at midnight. An independent, mid-way review will take place to review the responses received and their locations; the outcomes will help to ensure that the consultation reaches everyone.

DeV advised that public exhibitions and events would be run across Shropshire, Telford & Wrekin and Powys throughout the consultation period.

These exhibitions will be led by clinical staff- affording members of the public the opportunity to ask questions regarding the consultation. Representatives from local HW will be present at the events across Shropshire, Telford & Wrekin, to provide the public an independent organisation to talk to, should they wish to do so.

Pop-up events will be held throughout the counties, to direct people to the public exhibitions and explain where people can find the consultation response documents.

#### a) Questions

- DeV was asked to explain the pop-up events.
  - These events will be a table top stall, within town centres, schools, supermarkets etc. They will have consultation documents and response forms to hand out for information but will not be accepting completed responses; they will be directing people to the public exhibitions and explaining how to submit responses.
  
- It was commented that Phil Evans had suggested the least developed part of the service reconfiguration relates to digital health. Should we be concerned that we are behind on digital health for people in rural communities?
  - DeV agree with the concerns and advised that STP are looking at digital health and what would be involved in a system wide implementation.
  
- What is being done to ensure we get a 'good deal' with neighbouring counties, for areas such as Alveley that uses services from Worcester?
  - DeV advised that when decisions have been made about where services will be, what is currently being provided through cross border working has been taken into account.
  
- It was suggested that some information in the consultation documents relating to the percentages of people attending A&E departments needed further explanation to be properly understood.

It was also commented that the equalities questions within the document were largely disproportionate in number to the response questions.

  - DeV noted her thanks for the feedback and confirmed that discussions were already taking place about clarifying parts of the documents.
  
- When FutureFit first started, engagement focused on the inclusion of several rural urgent care centres (UCC); what is happening with this now?
  - DeV advised that whilst this was discussed early on, it was decided over time that several UCC throughout the county was not a sustainable or deliverable option.

- The press and social media say that we will lose beds locally; is this true?
  - DeV confirmed that no beds would be lost.

It was commented that determining a current quotable number of beds is not necessarily possible, due to the changing nature of these. DeV felt that this had been misunderstood publically and interpreted as a decline.

The consultation had looked at long term occupancy rates and demographic trends and bed rates and used these models of care to work out the 'best' bed levels for each area of need. The model had been adapted to ensure that space will be available where the need is most likely to go.

- How do you address the proposed movement of the Women's & Children's Centre? We were told at the time that the building at PRH was purpose built, but we've also been told that it can be adjusted for any service.
  - DeV confirmed that the building was designed to be adaptable. DeV also confirmed that a commitment had been made to ensuring that, if moved, the Women's & Children's Centre would be recreated to at least the same standard.

#### **4. Board meeting in public held on 26<sup>th</sup> February 2018**

##### **a) Approval of minutes**

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

##### **b) Action plan**

There were no outstanding actions.

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

There were no matters arising.

#### **5. Finance and H.R.**

##### **a) Year end 2017-18**

The accounts were discussed and accepted by the Board.

##### **b) Volunteer recruitment**

A copy of a recruitment press release was shared for information.

##### **c) Chief Officer recruitment**

A report was provided for information.

#### **6. Governance**

##### **a) Risk Management**

The updated matrix was accepted by the Board.

##### **b) Policy Review**

###### **i. Information Governance policy**

The policy was discussed and approved by the Board.

**Action: SD to post approved policy on website as per GDPR**

ii. **Privacy Statement**

The policy was discussed and approved by the Board- following the replacement of the term 'policy' to 'statement'.

**Action: SD to post approved policy on website as per GDPR**

iii. **Records, Retention & Disposal policy**

The policy was discussed and approved by the Board.

**Action: SD to post approved policy on website as per GDPR**

c) **GDPR**

BR provided an update on how HWS were ensuring that the requirements of the GDPR were being met.

It was noted that HWS has to demonstrate that, where we keep records of individuals personal information, we have a legal consent to do so and that we are compliant in how we keep this information.

BR advised that he had addressed what information HWS records as well as the need for doing so. The security and storage of this information has also been addressed.

It was reported that staff have received training on GDPR and this training would be rolled out to volunteers and board members. Policies had also been reviewed to ensure they met the requirements of GDPR.

BR confirmed that HWS have agreed a reciprocal agreement with HWSandwell to provide DPO services. It was noted that this work was likely to take the form of an annual audit.

JR-S thanked BR for his assistance in ensuring HWS's compliance.

**7. Reporting (Oct-Dec + Jan)**

a) **Chairs report**

A report was provided for information.

b) **Board member reports**

A report was provided for information.

c) **Chief Officer's report**

A report was provided for information.

**8. Current Activities**

a) **Reports from Committee meetings**

i. **Enter & View**

VB provided an update.

ii. **Intelligence**

JR-S provided an update on the Audiology hot topic, including a project looking into the provision of earwax removal by GP practices across the county.

iii. **Marketing**

AW provided an update advising that two volunteers had now joined the Committee.

**9. A.O.B., if notified in advance**

There was no other business to discuss.

**10. Questions from the public**

There were no questions for the Board.

**11. Dates of future Board meetings**

27<sup>th</sup> June, via teleconference

w/c 10<sup>th</sup> September 2018, Central Shropshire

w/c 3<sup>rd</sup> December 2018, South Shropshire

w/c 25<sup>th</sup> February 2019, Central Shropshire

**Action: SD to arrange dates via DoodlePoll**

**12. Resolution of manage confidential business in a closed meeting**

The resolution was agreed.