

Minutes of Board meeting in Public
Held at 2pm in Community Hall, Low Town, Bridgnorth
Monday 12th September 2016

Present: Daphne Lewis DL Chair
 Terry Harte TH
 Anne Wignall AW
 Ann Furness AF
 David Voysey DV
 Steve Price SP
 Angie Saganowska AS
 Vanessa Barrett VB
 Jane Randall-Smith JR-S

In attendance: Steph Dunbar Minute Taker

1. Welcome, Introductions and Apologies

Apologies were received in advance from David Beechey and Mandy Thorn.

2. Declarations of Interest

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

3. Questions from the public- notified in advance

There were no questions. Following a discussion, it was agreed to stop specifying that questions from the public must be notified in advance.

4. Board Meeting in Public held on 24th May 2016

a) Approval of minutes

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

b) Action plan

JR-S advised that any required amendments to staff contracts (6b) regarding use of the Debit Card were being reviewed.

It was noted the Safeguarding policy would receive a final review following the Enter & View (E&V) Officers return from annual leave before being sent to the Board for comment and approval.

c) Matters arising not on the agenda

There were no matters arising.

5. Governance

a) Risk Management

JR-S advised that Risk E4 (HW is excluded from key committees) had been increased to a high risk due to the current Local Health Economy work on the Sustainability and Transformation Plan (STP).

It was agreed that Board members would attend Trust Board meetings as members of the public to feed information back to HWS staff. VB would attend ShropCom Board meetings, AS would attend SSSFT and DL SaTH Board meetings. JR-S noted that a volunteer had agreed to attend RJAH Board meetings.

It was noted that Risk H1 (reduction to income) had been reduced to a medium risk following confirmation of HWS contract until March 2018.

A meeting to review the Risk Management matrix had been set for 17th October.

b) Finance Policy

The Board discussed the need for more than one person to open the post to ensure no items were removed; it was agreed that this was not possible due to limited staff resources.

The policy was accepted by the Board following minor spelling updates.

Action: JR-S/SD to email updated copy to Board

c) Safeguarding Policy

It was noted that the draft policy was awaiting comment from the E&V Officer. Changes to the West Midlands Safeguarding policy had now been advised and the HWS policy was in line with these.

It was agreed the final draft would be circulated electronically for comment and approval.

Action: JR-S/SD to email policy for comment & approval

6. Finance

a) Management accounts to end July 2016

The accounts were accepted by the Board.

7. Marketing

a) Update

AW provided an update to the Board, reporting on on-going work to ensure HWS website was more interactive and user friendly.

It was noted that there was an intention to make the publication of HWS's You Said We Did twice yearly with more frequent 'bite size' updates posted on the website.

b) Annual Event 2016

JR-S advised the HWS Annual Event would be taking place on 3rd November 2016 at the Guildhall, Shrewsbury. This would comprise of two sessions; a morning session focussing on HWS's work and an afternoon session focussing on local good practice including talks from local Health & Social providers.

Further details of the event would be placed on HWS's website and distributed amongst its membership.

8. Reports

a) Chairs report

A report was provided for information.

b) Board Member reports

A report was provided for information.

c) Chief Officers report

A report was provided for information.

9. Current Activities

a) Reports from Committee meetings

i. Enter & View

An update was provided as part of VB Board report.

10.A.O.B.- if notified in advance

There was no other business.

11.Dates of future Board meetings

24th November 2016, Shrewsbury

12.Resolution to manage confidential business in a closed meeting