

HEALTHWATCH DEVON FORMAL BOARD MEETING

MINUTES PART 1 - PUBLIC

DATE WEDNESDAY 30TH MAY 2018

10.00AM - 11.45AM

VENUE - HWD BLACKDOWN MEETING ROOM

Attendance:	Trustees: David Rogers, John Rom, Rosemary Whitehurst, Staff: Claire Porton, Caroline Lee, Jessica Crowley, Devon County Council: Paul Giblin Members of the public: None in attendance	
Apologies	Sue White	
Minutes:	Claire Porton	
	Item	Who
1.	Welcome and introduction by the Chair David Rogers DR opens the public Board meeting. No members of the public attend the Board meeting.	
2.	Invitation for questions from any members of the public. No questions	
3.	Declarations of interest of interest All declarations of interests have been updated.	
4.	Review and sign of minutes from Monday 26th March 2018 The minutes were signed as an accurate record.	
5.	Annual General Meeting The AGM date is confirmed for Wednesday 17 th October. CP suggests the location/venue for the AGM either as Exeter Library or North Devon Library. Caroline Lee suggests Winkleigh as the location for the AGM as this is the centre of Devon. It has useful links with the A30 corridor and the possibility of a village hall as the venue. Action: CP to make recommendations based on Exeter, Winkleigh and North Devon to Board at next meeting.	CP
6.	Draft Annual Report The latest version of the Annual Report is circulated to all Trustees. Jessica Crowley asks Trustees to review the content of the Annual Report.	

	<p>DR offers thanks to all staff for producing the Annual Report on the work that has been completed to date so far.</p> <p>Action: DR & RW to review content of the Annual Report and feed back to Jessica Crowley the agreed final version.</p>	DR/RW
7.	<p>Policies and Procedures</p> <p>JR says that he currently is not in a position to update the Trustees on the review of the current policies. JR reports our current outstanding policies are the investment policy and complaints policy. JR suggests further confirmation to be sought from Griffin Accountancy on the investment policy.</p> <p>JR reports the complaints policy is tied to DCT which is in-appropriate. The draft has been updated and we can see what is available on the H drive with Claire Porton. JR confirms once these two are completed the target list will then simply be on the review of the policies regularly.</p> <p>JR suggests that the non-disclosure agreement on first impression was rather onerous but understands the need for it regarding partnerships, new business and sharing information. JR confirms the best course of action was an NDA and the Board should agree to this in the future.</p> <p>Action: JR to read the non-disclosure agreement.</p> <p>Decision: Trustees to check with Claire Porton to see what is still available on the H drive. RW suggested that all our policies should go out for external review and felt that some of our policies were not fit for purpose, particularly the grievance procedure, further discussion at next Board meeting.</p>	JR Trustees
9.	<p>General Data Protection Regulations</p> <p>DR gives an update to the Trustees on the General Data Protection Regulations. JR confirms the position that he has authorised a temporary data protection officer (DPO). The agreement with Caroline Lee for a data protection officer for 2 days per week over an 8-week period to complete a baseline assessment. A further suggestion that an agreement with HWD and HW Cornwall to be devised in the future for GDPR.</p> <p>Action: Caroline Lee to appoint a DPO through an agency. The brief is to provide 18 days' work to provide a baseline assessment. Caroline Lee to report back to DR. Further arrangement to be further confirmed between HWD and HW Cornwall.</p>	Caroline Lee
10.	<p>AOB</p> <p>JR confirms that he will be resigning from HWD, he has been involved since 2013 and was one of the first Trustees. At present he is unable to give his time and will act as a Trustee until the end of June.</p> <p>DR is extremely grateful to JR and sorry to see JR leaving. DR confirms that Julie Horsley and Heather Mills have resigned from the Board by letter on 29th May 2018.</p> <p>Action: None</p>	

11.	Board Meeting Closed	
	Date of next public Board meeting - Monday 23 rd July 2018 4.00 - 5.45pm	