

HEALTHWATCH DEVON FORMAL BOARD MEETING

MINUTES

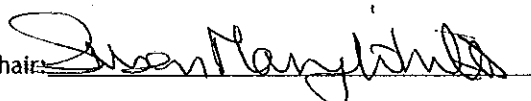
TUESDAY 9TH AUGUST 2016

10.30 - 12.30

HALDON ROOM, OFFICES, EXETER

Attendance:	Trustees: David Rogers, Rosemary Whitehurst, Sue White (Chair) Staff: Miles Sibley	
Apologies	Gill Ryall, John Connolly, John Rom, Carol Brown	
Minutes:	Miles Sibley	
	Item	Who
1.	Welcome	
2.	Declaration of interests None.	
2.	Public matters of interest or concern for Board None.	
3.	Review and sign off of minutes from 10 th May 2016. Agreed and signed off by the Chair.	
4.	<p>Quarterly Report</p> <p>The Engagement Gateway has been very quiet. We may need to prompt the New Devon CCG - especially in respect of requests relating to Success Regime.</p> <p>Success Regime - no indication yet of any follow up to the May/June stakeholder events. Luke Blair is moving to another job. No sign of the Engagement Gateway being used to generate targeted engagement.</p> <p>We need to check how the six actions in the "Your Future Care" record of the May/June stakeholder events are being followed up.</p> <p>Action: Meet with Angela Pedder and Ruth Carnell.</p> <p>Sustainability and Transformation Plan - it is not clear what the timetable is for completion and publication of the plan. Action: Contact NHS England to find out when the STP will be published.</p> <p>Annual report - RW commended the staff team on producing a document that was well presented and very readable.</p>	<p>SW/MS</p> <p>DR</p>

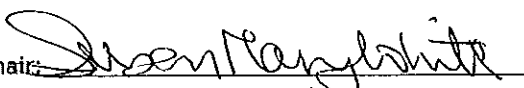
Signed off by Chair:



Date:

8.11.16

	<p>Risk Report</p> <p>We are still waiting for one delivery partner to sign their subcontract. Action: Raise with commissioners.</p> <p>Finances - an outstanding action is to agree a figure for the level of reserves/contingency needed. Action: Prepare a proposal for the next Board meeting.</p> <p>Engagement service - we have not generated any new income to date. We have had invitations to be part of two bidding partnerships, but both failed due to circumstances beyond our control. Action: Treat the contract re-tender as top priority for now.</p> <p>Finance Report</p> <p>The report indicated a satisfactory position, but had been prepared in the absence (due to annual leave) of Greg Davies (DCT) who would normally prepare the document. Action: Double check headings and allocations as noted in the report.</p> <p>MS presented a cash flow report alongside the normal management accounts. There has historically been no need to look at cash flow, as the DCC funding is paid in advance, and DCT had sufficient reserves in case of any difficulty. However, this year, HWD is operating without reserves, and DCC payments have been late. Action: Include cash flow reporting as routine from now on.</p>	<p>MS</p> <p>MS</p> <p>MS</p> <p>MS</p> <p>MS</p>
5.	<p>Autumn/Winter work programme</p> <p>MS presented a list of projects, some of which are underway, and others which remain possibilities. The contract re-tender is an obstacle, as we cannot be certain how much time it will take during Sept/Oct and beyond.</p> <p>DR suggested working up a skeleton/draft programme, subject to the time that contract re-tender and SR take up. The keeping the work programme under review at Board meetings. Action: Report back to future Board meetings</p> <p>2016 AGM</p> <p>The Board approved the agenda. DR will chair in SW's absence. There have been no nominations for new trustees, so there will be no postal ballot, and no election results to announce. Action: Confirm a speaker.</p>	<p>MS</p> <p>MS</p>
	<p>Any Other Business</p> <p>None</p>	
	<p>Next Meetings</p> <p>Tuesday 20th September 2016 (Informal)</p> <p>Tuesday 11th October 2016 (Informal)</p> <p>Tuesday 8th November 2016 (Formal)</p>	

Signed off by Chair: 

Date: 8.11.16.