

HEALTHWATCH DEVON FORMAL BOARD MEETING

MINUTES PART 1 - PUBLIC

DATE WEDNESDAY 27TH MARCH 2019

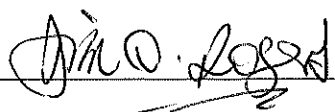
10:00AM - 11.45AM

VENUE - BASEPOINT, ROOM 29, YEOFORD WAY, EXETER, EX2 8LB

Attendance:	<p>Trustees: David Rogers, Helen Imber, Christopher Applewood, Lorraine Brown</p> <p>Staff: Greg Davies, Elaine Cook, Claire Porton, Abby Read</p> <p>Members of the public: Philip Barton, Edward Wilkinson, Jean Waldron, Emily Taylor (Chief Executive at Healthwatch Somerset), Judith Goodchild (Chair at Healthwatch Somerset).</p>
Apologies	Rosemary Whitehurst
Minutes:	Claire Porton

	Item	Who
1.	<p>Welcome and introduction by the Chair David Rogers</p> <p>DR opens the public Board meeting and welcomes all parties. DR asks all in attendance at the Board to make introductions. All in attendance at the Board meeting make introductions.</p> <p>It is noted that Helen Imber is running late by 30 minutes as delayed by public transport.</p> <p>DR explains the process of the Board meetings Part 1 and Part 2 for the benefit of the members of the public that are in attendance.</p>	
2.	<p>Invitation for questions from any members of the public</p> <p>DR welcomes questions from members of the public at the Board Meeting.</p> <p>Edward Wilkinson explains that he was a former employee for Devon County Council, as a surveyor. He continues by updating the Board on his previous career and confirms that he is a member of the Rolle Practice.</p> <p>Judith Waldron and Emily Taylor:- Emily confirms that they are in attendance on behalf of Healthwatch Somerset. They would like to see how Healthwatch Devon operate their Board meetings as they aim to hold their Board meetings in public in the near future.</p>	
3.	<p>Declarations of Interest</p> <p>DR asks the Board if they have any updates to their Declarations of Interest.</p>	

	<p>DR and HI confirm that they have no further updates to make. CA and LB need to complete declaration of interest and Trustee eligibility declaration.</p> <p>Action: CP to make arrangements for declarations of interest to be signed by CA and LB.</p>	CP
4.	<p>Review and sign off minutes from Tuesday 29th January 2019</p> <p>The minutes from Tuesday 29th January were reviewed and signed as an accurate document.</p>	
5.	<p>Finance Update</p> <p>GD introduces and updates the Board on the monthly management of accounts for the end of February and explains the budget to the end of the year.</p> <p>Questions on the Budget Chris Applewood asks is there is a difference in budget in terms of rent for the last and the next financial year, based on the office move and re-location. GD confirms that there is no significant difference in the budget in terms of rent over the last and next financial period.</p> <p>Lorraine Brown, confirms that the research and engagement is a good decision going forward.</p> <p>EC explains the restructuring work around the Engagement Officer and that Abby has started a new engagement approach, enabling her to reach into rural communities. There is a programme of research, which will largely feed into next year's work. Work is being completed on the communications strategy based around a digital strategy and HWD is very focussed on our website, Twitter, Facebook, producing and using digital strategies.</p> <p>EC advises the successful appointment of the Research Officer Christopher Townsend is now confirmed. Christopher has been meeting key stakeholders and work has been agreed around an interesting programme including the long-term plan in conjunction with Healthwatch England.</p> <p>To note: Helen Imber arrives at the Board meeting.</p> <p>DR offers thanks to GD for the monthly management of accounts and asks fellow Trustees if they accept and agree on this.</p> <p>All Trustees accepted and agreed on the monthly management of accounts.</p>	
6.	<p>Enter and View Heatherside House Care Centre</p> <p>GD explains enter and view for the benefit of members of the public. GD updated the Board on the feedback from Heatherside House, which is the latest Enter and View visit for HWD.</p>	

Signed off by Chair: 

Date: 29.05.19

	<p>GD confirms next Enter & View visit will be to Summer court on the 24th April 2019. GD updates that the Enter and View programme is now fully underway and the potential for another three visits by the end of May is scheduled.</p> <p>DR offers thanks to the operational management team in the rejuvenated sense of direction for the team at Healthwatch Devon.</p> <p>Decision: All Trustees agree to adopt and produce publication of report.</p>	
<p>7.</p>	<p>Policies & Procedures</p> <p>EC updated the Board of Trustees on the policies and procedures that had been presented to the Board of Trustees for approval. LB asks EC, in terms of how the policies and procedures are updated, and that there were some outstanding queries that she would like to raise, as the policies and procedures need to be balanced.</p> <p>EC confirmed that the policies and procedures were updated by a qualified HR manager employed by DCT and this is based on the latest advice from Croner Group who are an independent HR company based in Exeter.</p> <p>Homeworking EC updates the Board that all the staff team are now homeworking, apart from Claire Porton who has a permanent desk at Basepoint. Question was raised to EC, if all team members working from home have had PAT testing completed. EC updates the Trustees that the team are working from home on office based equipment.</p> <p>Action: DCT to ensure all PAT testing is completed on home electrical equipment.</p> <p>Equal Opportunities and Diversity LB raised various queries in relation to the Equal Opportunities and Diversity Procedure. EC confirmed that Carol Tompkins the HR manager would contact LB to discuss and clarify these further.</p> <p>Action: Carol Tompkins to contact LB and review the above queries in relation to Equal Opportunities and Diversity.</p> <p>Freedom of Information There were no queries raised under the Freedom of Information policy.</p> <p>Lone Working Policy There was one query raised in terms of home visits carried out and when research is conducted in people's homes who are in receipt of domiciliary care. It was confirmed that this forms part of the Safeguarding Policy and procedure.</p> <p>Flexible Working Policy EC updated the Board on the flexible working policy and that we need to ensure the HWD team are clear about the amount of Toil than can be built up.</p> <p>Enter and View Policy</p>	<p>DCT</p> <p>DCT</p>

Signed off by Chair: 

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	<p>This had been agreed by the Board previously subject to changes. GD has been working on the amendments with Kevin that the Board of Trustees had asked to be updated.</p> <p>Decision and Action: All Trustees agreed on the above policies and procedures subject to the outstanding queries being resolved by DCT.</p>	DCT
8.	<p>AOB</p> <p>LB raised how Trustees receive document and if there was a more innovative way that this could potentially be completed in the future. LB also raised if policies and procedures can be sent in a word document as opposed to a PDF document.</p> <p>Action: CP to review and update the Board of Trustees at the next meeting.</p>	CP
9.	Board Meeting Closed	
	<p>Date of next public Board meeting - Wednesday 29th May 2019 10:00am- 11:45pm</p>	