

HEALTHWATCH DEVON PUBLIC BOARD MEETING

MINUTES

DATE MONDAY 26TH MARCH 2018

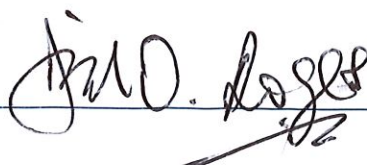
5.00PM - 6.15PM

VENUE - HWD HALDON MEETING ROOM

Attendance:	Trustees: David Rogers, Sue White, Heather Mills, John Rom Staff: Colin Potter
Apologies	Claire Porton, Julie Horsley, Rosemary Whitehurst
Minutes:	Sue White

	Item	Who
1.	Welcome David Rogers welcomed the trustees.	
2.	Public matters of interest or concern for Board There were no members of the public present.	
3.	Declarations of interest Sue White to ensure declaration of interest is updated and signed. Action: SW to update declaration of interest and update information to CP.	CP
4.	Review and sign off minutes from Wednesday 21st February 2018 The minutes were reviewed and signed off by the board. The following actions were raised; - <ul style="list-style-type: none"> • DBS issues still being pursued • JR to talk with CPo regarding the policy subgroup • JR will look again at the non-disclosure agreement • Trustees to ensure that they have signed Trustee Eligibility form • Amend sentence in final paragraph item 3 as 'Trustee' is repeated twice • SW requested a copy of the safeguarding report 	
5.	Policies Update Board, Recruitment and Induction Policy RW had raised issue (via DR) about relevance when Trustees are elected to the board. It was agreed that the Policy was written primarily for those co-opted onto the Board although eligibility will apply to elected Board members and they are bound by point 3 onwards by this policy. Action: Version 9 was agreed by the board once the above point has been added. Health and Safety Policy CPo reported the need to bring the health and safety policy up to date and that further detailed work needed to be undertaken. Action: The board agreed to approve the policy March 2018 on an interim basis and acknowledged the need to update further work on more detail.	

	<p>Freedom of Information Act Policy. Action: The board agreed to approve the policy March 2018 on an interim basis and acknowledged the need to update further work on more detail.</p> <p>Statutory time off - the Board noted that this had been updated in line with legislation.</p> <p>CPo reported that DCT had reviewed five further policies which they stated remained unchanged. The Board agreed to note late submission of DCT information on policies that are to be reviewed. Action: The board agreed to only approve these policies after they have been submitted to HWD sub group for further work.</p> <p>JR reminded the Board that many of the policies reviewed come under the health and safety policy and the sub group need to agree whether the overall policy should encompass these. It was agreed that the Board would be updated at a later date on procedures. Action: JR to update board at a late date on procedures.</p>	JR
6.	<p>Financial Update</p> <p>CPo reported to the board on the financial update. SW asked about clarification on VAT. CPo confirmed this is now included and payable to DCT. Action: The board agreed to accept the report.</p>	
7.	<p>General Data Protection Regulations</p> <p>CPo presented Claire Tarr's 'General Data Protection Regulations' paper to the board on the current position. HWD will need to check consent from all membership. HWD will need a data protection officer role which needs to be an independent person. A volunteer has been identified to fulfil this role.</p> <p>Claire Tarr recommended that someone on an executive level (Board or Chief Exec) had oversight of the GDPR work. CPo said that if no-one on the Board had the desire to fulfil this role that he would hold this while advertising this potential Trustee role to attract someone to join the Board. Action: Board agreed to the recommendation and to accept CPo offer to initially undertake this role on an interim basis.</p>	CPo
	<p>Next Public Board Confirmed Meeting Wednesday 30th May 10am - 11:45am</p>	



30 May 2018