

HEALTHWATCH DEVON FORMAL BOARD MEETING

MINUTES - Part 1

DATE - WEDNESDAY 24TH MAY

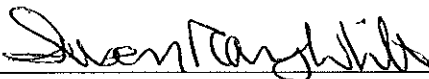
10.00 - 2.30

VENUE - HWD - Haldon Meeting Room

Attendance:	Trustees: David Rogers, Gill Ryall, John Rom, Rosemary Whitehurst, Sue White Staff: Howie Watkins, Caroline Lee, Agnieszka Szpinda Members of Public: Heather Mills Enter & View Volunteer John Davy - General Medical Board
Apologies	
Minutes:	Claire Porton

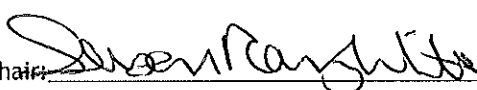
	Item	Who
1.	Welcome & Introductions SW confirmed that this is not a public meeting of the board but a board meeting held in public. Opportunity to raise any issues will be given to the public during the meeting but the board may not be able to debate the issue on the day but will be noted by the board.	
2.	Public matters of interest or concern for Board	
3.	Review and sign off minutes from previous meeting Minutes were agreed by all board members present and SW signed off.	
4.	Griffin Accountants - Misty Misty confirmed this was the 1 st Set of Healthwatch Accounts and that it will be the boards responsibility to authorise. Misty went through the accounts with Trustee's with the main objectives and activities - documenting what the charity has been doing and how it has been achieving its objectives. The following items were raised to be confirmed before authorisation of the accounts can be agreed. <ul style="list-style-type: none"> • Staff Expenses to be Confirmed by CP to SW and GA. • Further breakdown of costs for DCT distinguishing between services and staff GA to report back on this to the board, this is to ensure transparency as this could be viewed as an overall management cost. GA confirmed that there was enough detail in terms of statutory requirements. • HW to report back on the outstanding payment for time in lieu owing to previous Executive Director to GA and SW. 	CP GA HW

	<p>SW reminded the board of the anticipated year on year reduction of the current reserve levels as a result of the reducing core annual budget from DCC. The board will need to review the reserve levels set annually.</p> <p>GA raised concerns that as part of our financial regulations process contract services acquired above <u>£10000</u> Healthwatch Devon need to actively engage in getting quotes for these services from three different providers to ensure that we are getting value for money this was raised in relation to the services provided by DCT. Action: SW agreed to look into this at the first year of the contract.</p> <p>GA p.17 to be updated to be changed from Commissioner Lead Service to Commissioner Lead Engagement Services and to put Engagement Services into capital letters.</p> <p>GA confirmed to SW that as a charity we need to detail how much money we have spent on governance and this does need to be disclosed.</p> <p>GA highlighted for information a change in the law reflecting on how disclosures are made for key management salaries on p.20.</p> <p>GA confirmed that there were no errors in the figures and adjustments had been made on p.21 in relation to a fixed asset note of <u>£5049</u> - capitalised of computer equipment. GA has made an adjustment and straight-line method of depreciation has been used and this will be depreciated over the next 24 months.</p> <p>Financial Regulation Procedure - they have previously been presented to the committee and JR confirmed that they have been approved. GA noted there needs to a statement on advising staff for the potential for internet fraud, and a duty of care for employees to be alert. SW has added a paragraph for CP to circulate at the next formal board.</p> <p>Trustees re-read the TAR and accounts and pass comments back to the chair by Monday 5th June. In order, the necessary amendments can be made prior to the final signing of the report. Action: CP to table the financial regulations for the attention of the trustees and approval of amendments at the next board meeting.</p> <p>GA confirmed that the independent review of the accounts had found no errors in our accounting system and that Karen Reed had done a fantastic job as no adjustments had needed to be made.</p> <p>SW confirmed that a letter of thanks to be sent to Karen Reed and GA for the hard work and support in generating the annual accounts.</p>	<p>SW</p> <p>GA</p> <p>CP</p> <p>CP</p>
<p>5.</p>	<p>Caroline Lee - CL outlined the position of the loneliness project and that this was initially set up with Clarity with the initial <u>£3000</u> agreed budget. On the initial consultation, they formed a network with 42 community groups, from these consultations further funding was agreed by MS for further consultation in terms of sending out resources in partnership with Diocese these were feedback boxes and leaflets. In addition, a photo competition has been initiated on loneliness</p>	

Signed off by Chair: 

Date: 28.6.17

	<p>to visually capture this using prize's as an incentive.</p> <p>CL confirmed that there will be a further event in June in partnership with the Diocese on an information gathering exercise that feeds into the JSNA. CL confirmed that qualitative data will be produced from these events and presented in Autumn.</p> <p>SW thanked CL and was conscious of the time that had been invested in the project. SW raised concerns in the new financial climate going forward and asked the board to reflect on what is the future of the project. SW raised issues over data collection and producing a tangible document/report to share with JSNA, Support and Well Being and STP.</p> <p>DR highlighted loneliness and isolation as underlying factors that contribute to the Health and Wellbeing agenda and influenced the JSNA.</p> <p>The board agreed to further consider this project further at the proposed Away Day to finalise the forward view/business plan.</p> <p>Action: CP to agenda the loneliness project for the Away Day/Forward View discussion.</p>	CP
6.	<p>Public matters of interest or concerns for Board</p> <p>SW asked members of the public attending the meeting if there were any issues that they would like to raise.</p> <p>John Davy Regional Director of the General Medical Board introduced the work regarding standards of practice for doctors and medical students going forward. JD highlighted the changing direction in terms of legislation in terms of qualification and direction and drew the boards attention to the recent consultation that had been taken.</p> <p>The board suggested that JD could contribute a feature on this subject to Voices.</p>	
	<p>Meeting Closed by SW</p>	

Signed off by Chair: 

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