

HEALTHWATCH DEVON FORMAL BOARD MEETING

MINUTES

TUESDAY 8TH NOVEMBER 2016

10.30 - 12.00

HWD OFFICES, BLACKDOWN ROOM

Attendance:	Trustees: Carol Brown, David Rogers, Gill Ryall, John Rom, Rosemary Whitehurst, Sue White Staff: Miles Sibley, plus staff team as required.
Apologies	
Minutes:	Hannah Shearman

	Item	Who
1.	Welcome	
2.	Public matters of interest or concern for Board None.	
3.	Review and sign off of minutes from 9th August 2016 The minutes of the previous meeting were agreed as being correct and were signed off by SW.	
4.	Action Tracker Update The action tracker was gone through and updated and is attached with these minutes. 2009-3.1: All agreed that training event needs to take place to ensure a co-ordinated response with the media and public. Proposed date is not suitable, new date agreed by all. ACTION: Prepare and circulate three drafts - what's going on, how we explain to public, media key messages. ACTION: Rearrange training event to Wednesday 23 rd and find new venue. Discussions around patient care and experience and HWD's future role. ACTION: Arrange meeting with Mairead McAlinden - lead on next new models of care consultation (acute hospitals) for SR and STP.	MS HS HS
5.	Declaration of Interests None	

6.	<p>Quarterly Report</p> <p>Document circulated with agenda. MS gave highlights.</p> <p>ACTION: Send Dementia pocket guides to Maureen Baker, Chair of the Royal College of GP's and to Healthwatch England.</p> <p>JR commented that the hyperlinks within the documents are extremely helpful.</p> <p>Risk Report</p> <p>Document circulated with agenda.</p> <p>There was a discussion about writing up of reports from NEW Devon CCG consultation events that we are supporting. MS view is that it is their consultation not ours, and that we should not risk being seen as guiding them towards conclusions and decisions. All agreed that it is not our responsibility.</p> <p>MS reported that HW Torbay may be writing an analysis and findings reports for the SDTCCG consultation. Should we have our name on it? Partly for reasons as above, but also because we have had very limited involvement, and may not be able to confirm that HWT findings are correct.</p> <p>The Board agreed that considering the lack of involvement in the SDTCCG work it would be inappropriate for HWD to be linked to the report and sign off on it.</p> <p>ACTION: MS to contact HWT to talk about their report, and representation of HWD.</p> <p>JR did comment that in spite of MS concerns, HWD needs to maintain a strong interest and involvement in legal consultations, even if it carries risk. It is part of our role to be report the public's views in a way that is reliable and we should have something to say about the consultation process, and what we observed.</p> <p>This is something that will need to be thought about for any future engagement work.</p> <p>SW reminded the Board about the work on Risk Management that was done earlier in the year with GR. We will need to pick it up again in the New Year.</p> <p>Quarterly Finance Report</p> <p>Document circulated with agenda. MS gave highlights, pointing out that at the end of Q2, we were comfortably within budget.</p> <p>Cashflow however, is a concern, with late payments from DCC making life difficult.</p> <p>ACTION: Raise at quarterly contract monitoring meeting with commissioners.</p>	<p>HS</p> <p>MS</p> <p>MS/DR</p>
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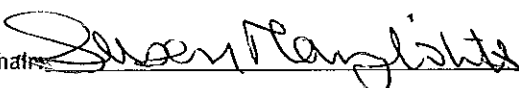
Signed off by Chair:



Date:

24.5.17

7.	<p>Reserves Calculation</p> <p>MS presented a calculation of the reserves that the Board would need to set aside to cover working capital and the worst case scenario of winding up the organisation. It was agreed that with the contract re-tender pending, there was little point at this stage in putting money aside for future investment.</p> <p>The Board agreed the amounts, and were assured by MS that we are on course this year to achieve at or near those figures. Progress towards the amounts required will be reported via future quarterly finance reports.</p> <p>ACTION: Report progress on reserves as part of future finance reporting.</p> <p>MS made the point that at present, we do not have ring-fenced bank accounts in which to hold any reserves. It was agreed that we should explore this possibility.</p> <p>ACTION: Discuss with Santander.</p>	<p>MS</p> <p>MS</p>
8.	<p>Any Other Business</p> <p>The Board asked about staff morale and capacity in the context of the contract re-tender, and pressure from involvement in the Your Future Care consultation. MS reported that it was making it difficult to carry out the “consumer champion” work that we would normally expect to be undertaking. As regards the re-tender, most staff had been through TUPE processes before, so are familiar with this kind of situation. But all would probably prefer not to be facing it again.</p> <p>There was a request to move the 13th Dec Board meeting to later (2.30-4.30) as RW and CB have a JEB meeting that day - likely to go on until 2.30pm.</p> <p>ACTION: Re-arrange meeting times to later.</p>	<p>HS</p>
9.	<p>Next Meeting</p> <p>Informal Board: Tuesday 13th December 2016</p>	

Signed off by Chair: 

Date: 24.5.17

