

Minutes of the Board Meeting held on 10th May 2017

Present

Independent Directors: Frances Russell (Chair), Tola Awogbamiye, Alan Pickering, Helen Goodman, Cherry Simmonds

Member Nominated Directors: Mark Sharman, Emma Leatherbarrow

In attendance: Sally Dartnell, Julie Martin (CaSSCA), Andrew Brock (Chair CaSSCA), David Farr (WSCC)

Clerk: Anne Cole

1. Welcome

FR welcomed all to the meeting and all introduced themselves. No Chair of HASC or Christine Fields due to current election process

2. Apologies

Katrina Broadhill, Seth Gottesman

3. Declarations of Interest

No change

4. Approval of Previous Minutes

Approved

5. Matters Arising

- A line has now been added to the Board Performance report to include public engagement data **CLOSED**
- Simplifying the reporting criteria has been considered and is awaiting WSCC approval **ONGOING**
- Two funding opportunities have been followed up and, although these were not appropriate, a further opportunity has arisen as a result **CLOSED**
- The Business Continuity policy was agreed at this meeting (see item 10) **CLOSED**
- Safeguarding training will probably be in November. It was agreed to invite other partner Healthwatch representatives **ONGOING**
- Agreed policies have been updated and uploaded to the website **CLOSED**

6. Risk Register

No change

7. Reports

7.1 Board Performance Report

- Presented by SD
- Public engagement has increased due to the work of the team and the Healthwatch name appears to be more recognized
- New communications staff member has made a big impact, especially via social networking
- The Board thanked the volunteers and Independent Directors for their continued

support

- ICAS has been streamlined
- The report is published on the HWWSx website and publicized via “Heads Up” news. AC will change the document on the website from a pdf to a Word document in order for viewers to follow the links included therein.

ACTION: AC to change website doc from pdf to Word

- The finance report has not yet been published due to VAT issues and the new budget not being finalised. The end of year accounts is being calculated now. This year’s budget has only been communicated verbally by WSCC and has not been confirmed in writing. The Board agreed to continue to function at the risk of not receiving the verbalized budget
- Good feedback was received in response to the way safeguarding issues were dealt with
- Funding has been secured from Chichester University due to partnership collaborative working

7.2 Insight and Evidence Report

- Board members reported being pleased with the data and the way it is presented along with the fact that positive stories were included
- HWWSx are being taken more seriously, advice is being sought and positive impact is being reported

8. Sustainability and Transformation Plans (STP)

- SD attended the most recent STP meeting where local community networks are being created to disseminate information
- Input has been more positive and progress is slowly being made
- STP is no longer high on the political agenda however some agencies seem to be running ahead
- Coastal CCG recently funded the entire Mental Health Alliance project as it felt the other two CCGs were taking too long to agree

9. Independent Director Feedback

- AP reported being the only member of the Health and Overview committee without a vested interest however it appears to be a successful group who follow matters keenly
- Patient transport continues to be a problem and a request was made for any related stories to be passed to the HWWSx team
- The centralization in Brighton of the stroke service has created some accessibility issues for its users
- £1,000,000 government money has been pledged to each of the two big hospitals in West Sussex to improve A&E service
- The Health and Wellbeing committee has not met since Jan/Feb but is due to meet in July

10. Policies

- Business Continuity policy had been circulated to the Board members and was agreed
- The Equitable Service Users policy is in progress. This policy relates to ICAS users to ensure resources are spread equally and not overused by a few.

Sally Tabbner and Seth Gottesman have approved the policy which will now be circulated to the Board for approval; approval may be given outside of the meeting in order to merely confirm at the next meeting

**ACTION: Agree Equitable Service Users policy
AC to add policy to next agenda**

11. Any Other Business

- MS confirmed the outcome of the HMRC tribunal held on 5th April upheld the appeal. HMRC has until the 14th June to appeal hence no further action will be taken until then. The Board thanked MS and EL for dealing with the appeal. FR will send an update to both Citizens Advices

ACTION: FR to update CAs on VAT

12. Questions

None

NEXT MEETING:

Informal – 19 July 2017

Formal – 6 September 2017

There being no other questions or business the meeting closed at 11.15am

Board Meeting dates (all 10 am – 1pm Billingshurst Community Centre)	Informal meetings/Workshops Locations TBC
	Wed 19 July
Wed 6 September	Wed 11 October
Wed 8 November	

ACTION PLAN

Item Number	Action required	By Whom	Notes/ Completed
5	Look at ways of simplifying reporting criteria	SD, FR and KB	
5	Agree safeguarding training date and invite other HWs	EL	
7.1	Change Insight and Evidence report on website to Word doc	AC	
10	Circulate Equitable Service Users policy Agree policy outside of meeting Confirm agreement at meeting in Sept and upload to website	EL Board members AC	

11	Update CAs on VAT	FR	
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