

## Minutes of the Board Meeting held on 9<sup>th</sup> May 2018

### Present

Board Directors: Frances Russell (Chair), Mark Sharman (Help & Care Member Director), Alan Pickering, Helen Goodman, Christine Field, Jeremy Gardner, Steve Cooper

In attendance: Sally Dartnell, Katrina Broadhill, Seth Gottesman (WSCC), John Gooderham (Guest Speaker), Becky (placement student)

Clerk: Anne Cole

#### **1. Welcome**

FR welcomed all to the meeting and all introduced themselves.

#### **2. Apologies**

Martin Phillips, Linda Cairney, Emma Leatherbarrow

#### **3. Declarations of Interests**

None

#### **4. Approval of Previous Minutes**

Approved

#### **5. Matters Arising**

- Risk register is being reviewed by SD and SC – ongoing
- WSCC would like to keep the Board Performance Report as it is. A Finance & Performance sub-committee has been created and had its initial meeting to review data and report to the full Board – closed
- Contacts for Frimley STP – ongoing
- Meetings have been held with Safeguarding Adults Board (SAB) and WSCC Head of Safeguarding and Adult Social Care. Both agreed to consider publishing meeting minutes – closed
- The Adult Safeguarding policy has been approved - closed

#### **6. Public Report on Radiotherapy**

John Gooderham presented a report on the lack of radiotherapy facilities with West Sussex despite a study confirming the need. Travel to treatment is particularly difficult for some. A report is due soon from the Surrey and Sussex Cancer Alliance.

The HWWSx board fully support equitable access for all patients to radiotherapy services.

John Gooderham left the meeting.

Board members agreed it would be advantageous to invite guest speakers to future meetings to provide public engagement and expand knowledge. Future agendas will include a 10 minute slot for this purpose. **Action - SD, FR and KB will meet to discuss**

## **7. Reports**

### **7.1 Insight and Evidence**

- Presented by KB
- Report reflects general insight and evidence from the public rather than specific survey responses
- Some activities were cancelled due to the winter snow
- Targeting working age and young people in particular as these voices are less represented in what we hear
- Difference in experience of self-funding patients and non self-funding patients has been highlighted
- In relation to GP practice complaints processes, Board member asked if there are examples of what “good” looks like? KB responded this is being worked on and a form of league table will be produced.
- Board member asked if GPs are aware of the problems their patients experience in getting appointments? KB responded they may not be depending on how their practice manager reports
- Good practice should be championed and handled sympathetically as we are aware of the pressures that primary care are under
- Concern raised regarding a flyer given by GPs after the cessation of ear irrigation services where 3 of the 4 replacement services given as information were not regulated
- The mental health of students is of particular concern within West Sussex. Schools and colleges are trying to provide support at an earlier stage. Demand outstrips supply
- Older people find systems confusing
- The Help and Care helpdesk and team have seen a significant increase in complexity of stories with no identifiable trend. The situation is being monitored and all appropriate actions have been taken

### **7.2 Community Partnership Update**

- Presented by SD
- Cheryl Berry (Community Partnership Coordinator) has been in post for two months
- SD explained Cheryl’s role to approach community organisations across the county, from large to small, to establish new connections, maintain existing connections
- Collaborative activities and projects are already being identified and undertaken.
- Cheryl looks for connections where the public voice is not yet being heard and where issues have not previously been shared with HWWSx
- SD encouraged Board members to share connections with Cheryl of any organisations or individuals they are in contact with
- Coastal Care have commissioned a piece of work to support the development of Local Community Networks.
- The STP wide Local Maternity System and Better Births programme have been taking part in a 3 day Systems Leadership training which Healthwatch West Sussex

have attended in support.

### **7.3 Finance & Performance Sub-committee Report**

- The sub-committee has held its first meeting and reviewed both finance and performance data. Thanks were given to Help and Care's Nihar Reshamwala for his support in preparation of end of year reports.
- AP reviewed the presented end of year accounts and FR reminded Board members the entire Board are accountable for finances and should review and question reports when necessary
- SD and SC have worked on the Risk Register to make it easier to read with "added date" and allocated "owner" included. Risks will continue to be tracked and required action monitored as previously.
- GDPR deadline of 25<sup>th</sup> May was included as a new risk. Although the CIC holds no relevant data it must ensure its partners are adhering to the new rules. MS has already given assurance for Help & Care.

### **8. Board Priorities**

KB requested approval from the Board to proceed with the location and timing of Listening Tours and the hospital visiting programme. KB also requested approval of the main priorities of Adult Social Care, Young People's Mental Health and Wellbeing, GP and Community Care and Hot Topics (to include any new issues arising)

As resources are limited, attention will be focused on work no other agency is doing to avoid duplication.

Activities are planned around the priorities but response is also given to significant issues outside the priorities.

Board agreed priorities

### **9. Independent Director Feedback**

- FR reported the Health & Adult Social Care Committee (HASC) has not met.
- FR reported that the Health and Wellbeing Board (HWB) had had two interesting presentations. One on Health and Wellbeing in Adur and Worthing by Mary D'Arcy and one by Graeme Potter on the Wellbeing and Resilience Framework. KB explained how HWWSx would be working with both initiatives.
- KB and FR have met and responded to the Adult Safeguarding Board (ASB) for action and progress
- SD reported the Programme Board of the STP is being replaced by a Systems Forum for wider discussions and allocation of issues raised to specific STP meetings included in the governance. HWWSx w to remain as a part of the new System Forum.
- West Sussex is one of the most complex STP footprints with significant legacy financial position which results in ongoing budgetary impacts.
- HWWS continue to support around Communications and Engagement for both the STP and Commissioning Alliances. Focus is on hearing and representing consumer voices, sharing open and honest information in an accessible way with all stakeholders and avoiding misunderstandings resulting in undue public anxiety.

## Policies

No policies are scheduled for ratification

### 10. Any Other Business

- The Annual Report will be ready in between Board meetings so will be circulated for comment and approved electronically
- A pilot scheme is taking place in Crawley and Horsham where paramedics make GP home visits. FR had voiced her support for this plan on a radio programme however the Patient Alliance felt the paramedics were not sufficiently qualified to replace the GPs on these visits.

#### Future Board meeting dates:

Board Meeting dates (all 10 am – 1pm Billingshurst Community Centre)
Wed 12 September 2018
Wed 14 November 2018
Wed 13 February 2019
Wed 8 May 2019
Wed 11 September 2019
Wed 13 November 2019

There being no other questions or business the meeting closed at 12.10pm

### ACTION PLAN

Item Number	Action required	By Whom	Notes/ Completed
5	Revise Risk Register	SC/SD	
5	EL to provide contacts for Frimley STP	EL	
6	Discuss and invite guest speaker to next meeting	FR/KB/SD	