

Minutes of the Board Meeting held on 14th November 2018

Present

Board Directors: Frances Russell (Chair), Emma Leatherbarrow (Help & Care Member Director), Alan Pickering, Helen Goodman, Christine Field, Martin Phillips, Linda Cairney, Steven Cooper, Jeremy Gardner

In attendance: Sally Dartnell, Katrina Broadhill, Seth Gottesman (WSCC)

Clerk: Anne Cole

1. Welcome

FR welcomed all to the meeting and all introduced themselves

2. Apologies

Mark Sharman

3. Declarations of Interests

None

4. Approval of Previous Minutes

Approved

5. Matters Arising

- Financial fairness report requires further follow up as no contact received. KB will liaise with SG – **Ongoing**
- HWWSx and Help and Care have reviewed shared risks and this has been circulated to members – **Closed**
- Letter was sent to Louise Goldsmith at WSCC regarding concerns over the Safeguarding Adults Board (SAB) – **Completed - see item 8 on SAB**
- KB has communicated with other local Healthwatch leads to agree strategic collaboration - **Closed**

6. Development of Health and Wellbeing Board vision and strategy

Presentation by Anna Raleigh (WSCC) followed by questions and answer session after which Anna left the meeting.

The Board felt this presentation was extremely useful.

7. Reports

7.1 Insight and evidence Report

- Format is being reviewed as part of ongoing continuous improvement. KB asked for members' feedback by email regarding any updates to style and content they would like to see.

Action: Directors to email feedback to KB

Will showcase positives as well as negatives

- Our latest Listening Tour covers Burgess Hill. The team found it challenging to gain access to a lot of the local clubs/groups, which is not something we had experienced in other tours. This meant the tour went on longer than planned and this challenge will be reflected in the report, to help inform others' engagement

with the Burgess Hill communities.

- HWE are creating a quality framework to influence commissioning and this and the Insight and Evidence Report could be reviewed at next Board workshop

7.2 Community Partnerships Update

- This area of HWWSx business is growing quickly and the team are now being approached for inclusion
- Organisations are increasingly working together to apply for funding rather than each applying for the same funding. This was highlighted in our Incontinence Report as it emphasized the need to join up as money was being wasted by agencies doing the same work
- The majority of the Community Fund will be distributed by Christmas. This project was initially only funded for one year but we hope to extend this with the support of WSCC due to the positive outcomes and impact.

Details of where and how the funds have been spent are included in the report and case studies of the relevant impact will be created at the end of each project to show impact and social value for money. A summary report for all of the work is also planned for the end of the financial year.

- Cheryl Berry has approached agencies in areas where no application for community funding has been received
- The HWWSx team is also working with large employers in a similar vein

7.3 Board Performance Report

- Reviewed by the Finance and Performance Committee
- Report highlights the significant importance and impact of the hard work of our volunteers
- SC had met with volunteer who records and reports on public stories communicated to HWWSx and noted he was impressed with the volunteer's knowledge and professionalism but raised concern over what would happen if she were no longer reporting. KB stated a volunteer to work alongside was being sourced but also assured that members of the team and Help and Care staff would step in if needed

Finance

- The Commissioner has indicated that the WSCC funding is likely to remain static for the next year (2019/20).
- An uplift from Community Voices similar to the £6,500 received this year could be possible

Risk Register

- Register had been reviewed by Finance and Performance Committee who are confident the register is an accurate reflection of current risks
- SD to rectify typo under point 4

Action: SD to rectify typo

8. Independent Director Feedback

JG had met with the Stroke Executive Overview Group where CCG was represented but not the Ambulance Trust. JG thanked KB for providing insight on discharge and was able to use this in the Group's discussion. The Group is looking to create a single expert stroke unit in one hospital and is looking at the future impact this may have

on existing services, as there is resistance within the system to this proposal.

CF/SD/KB had met with Natalie Brahma-Pearl of Crawley Borough Council. Meeting was positive, and increased awareness of Healthwatch West Sussex work and role.

Health and Wellbeing Board (HWB)

KB attended the last HWB meeting that had a workforce theme. She shared her feeling that there were too many presentations (which were showing funded initiatives/projects). The meeting served to demonstrate a lack of connectivity across health and care.

Due to increase in HWB meeting workload, KB and FR are sharing the representation requirements for Healthwatch on HWB meetings and workshops.

Health Adult Scrutiny Committee (HASC)

Met on 27th September to consider savings proposals that will impact care. It was felt internal politics affect progress. Need to monitor Minimum Income Guarantee as payment above the statutory limit will be withdrawn which will affect recipients

Midhurst Community Hospital has closed temporarily due to staff recruitment issues.

FR is part of the Group who are meeting monthly to examine options to reopen.

HASC will meet on 12th December to review dental needs and transport in particular

Safeguarding Adults Board (SAB)

Following HWWSx's letter to Louise Goldsmith at WSCC, a meeting was held with the Chair of the SAB and the new Board Business Manager and the outcomes were:

- Full and frank discussion
- Our concerns were all raised and heard
- New permanent staff have recently been appointed and so we were led to believe that changes were being implemented
- Our Healthwatch Authorised Representative for the Safeguarding Adults Board is not a statutory member of the SAB but will continue to attend to represent the public voice and to provide challenge as required
- Whilst we are reassured that improvements are being made, we still have concerns and our representative will continue to monitor the performance of the board closely over the next few meetings and if we are still concerned we will escalate again

Action: Continue to monitor SAB

Sustainability Transformation Partnership (STP)

- Meet quarterly – next meeting in December
- SD felt decisions had been made prior to the meeting and it was heavy on jargon. Communication seems lacking and the level and quality of engagement needs improving
- Northern Clinical Commissioning Groups (CCGs) have come out of special measures for leadership and governance but remain in special measures for finance
- The STP is not authorised to make decisions, this power still rests with the CCGs
- NHS England assesses CCGs on their engagement and findings are made public. However, the STP is not an organisation and under statute does not have its own requirement to engage with the public and services users.

9. Policies – none due for review

10. Any Other Business

- FR confirmed the end of year accounts with the directors. FR and AP will sign off

- the accounts from the auditors for submission to Companies House
- SD reported, following on from the Midhurst Hospital and Stroke independent panels, the West Sussex Redesign Independent panel has requested a representative from HWWSx to attend meetings. SD has asked for a level of commitment but so far no response has been received. **Action SD&KB to confirm** The Transport Analysis Review Group have also requested a representative from HWWSx – meetings to be held in Worthing. SD requested any interested member should contact her for more details
Action: Directors to notify SD if able to represent HWWSx
 - The first confirmed case of flu has been reported by a coastal hospital

11. Future Board meeting dates:

Board Meeting dates (all 10 am – 1pm Billingshurst Community Centre)
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 12.45pm

ACTION PLAN

Item Number	Action required	By Whom	Notes/ Completed
5	Financial Fairness Report Follow up	KB to discuss with SG	
7	Email feedback re Insight & Evidence Report to KB	All Directors	
7.3	Rectify typo at point 4 of the Risk Register	SD	
8	Continue to monitor SAB	HWWSx Authorised Representative for the Safeguarding Adult Board	
10	SD& KB to confirm representation at West Sussex Redesign independent panel	SD & KB	
10	Directors to notify SD if they would like to join group requesting HWWSx attendance	All Directors	