

# Minutes of Q4 Board Meeting held on 17<sup>th</sup> May 2023

## Context

This meeting was hybrid with some people participating in person and others via Teams. Board members were asked to read all the papers and submit any questions on these in advance of the meeting.

As this is a public meeting, TEAMS is used as it does not need a license and can be accessed for free. The public were made aware of the meeting via our Events Page and social media posts. Invitations were also sent directly to stakeholders and commissioners.

Permission to record the meeting, for the purpose of notetaking was agreed verbally and the recording was started. After the production of these draft minutes the recording has been deleted.

## Present

Board Directors: Steve Cooper (Chair), Jeremy Gardner (Vice Chair), Non-Executive Independent Directors: Nigel Foulkes, Linda Cairney, Martin Phillips, Renee Fickling, Ali Khan. Mark Sharman, Kathryn Loughnan (Help & Care Member Director), Commissioners Seth Gottesman, Niki Lewis, Fiona Mackison

Apologies: Non-Executive Independent Director Helen Goodman. Alison Challenger WSCC Director of Public Health; Bob Lanzer Health and Wellbeing Board Chair; Director Adults and Health Alan Sinclair; Councillor Amanda Jupp.

In attendance: Ann Brosnan (Minutes)

Public Observer: n/a

## 1. Welcome and declarations of interest

SC welcomed everyone to the meeting and noted apologies from Helen Goodman, Bob Lanzer, Alan Sinclair, Alison Challenger, and Amanda Jupp

No declarations of interest.

## 2. Approval of Previous Minutes

February minutes approved.

Summary of previous actions:

- Action 09 Ann – Amend November minutes and reissue – completed.
- Action 10 Sally – Share Slides from Health Event – completed.
- Action 11 Sally – Give scouts and guides contacts to Kat – completed.
- Action 12 Kat – Review Impact Report re priorities – completed.
- Action 13 All – Let Kat know if you want an ID badge – completed

### 2.1 Matters Arising – None

## 3. Impact and Performance Report

Kathryn explained that this is currently in draft form due to limited staff availability after the manager left. An updated version will be available by Friday 26<sup>th</sup> May. Kathryn and Jo, the deputy manager are aiming to cover meetings prior to a new manager being appointed.

Steve suggested that if they were having difficulty covering meetings Kathryn can ask if a board member is available.

Martin commented that IHCAS referrals had fallen by 50% and Kathryn will look into this.

**Action: Kathryn to check IHCAS figures**

Mark informed the board that in terms of complaints advocacy, Lisa Hovey will be working with the team from June and reviewing processes.

## 4. Financial & Performance Sub Committee Report

The group met and agreed that in future this meeting will be rolled into the main board meetings in future as part of the confidential discussion.

**Action: Ann to cancel August and November F&P meetings.**

## 5. Independent Director and Staff Feedback

5.1 Health and Wellbeing Board (HWB) – not attended.

Minutes from April can be found via this [LINK](#)

5.2 Health and Social Care Scrutiny Committee (HASC) – not attended

5.3 Safeguarding Adults Board (SAB)

The number of concerns regarding Care Homes has dropped dramatically.

A three-year strategy has been introduced and key features are Accountability, Quality Assurance, Promotion and Engagement.

It has been hard to get professional curiosity, so that a GP seeing a patient will look around the care home and spot other issues rather than just deal with the patient in front of them.

Self-neglect has risen in the area during Covid and hasn't dropped.

Need to embed the learning and ensure it is retained when people leave.

5.4 Communication and Engagement – no update

5.5 Stroke Task & Finish Group

Stroke consultation has finished and, analysis completed and report likely to be issued in July.

5.6 Pharmaceutical Needs Assessment – Next assessment in 2024

5.7 Development of ICS and Place-based partnerships – No update.

5.8 Regional and National Update

First priority for the new manager will be to look at priorities across the area and reference those of the ICS/HWE.

Patricia Hewitt has produced a report for the Department of Health and the NHS for the future.

**Action: Mark/Kathryn to share this report**

## 6. Integrated Care System

There is likely to be a new post across the ICS to focus on Youth Health and Care. HealthWatch also has a vacancy and will see how this will fit in with the new ICS role.

Steve: Need more of a Youth view for HealthWatch and am trying to encourage people from the student union to spend time with HealthWatch.

## 7. Policies and procedures update – Nothing to report.

## 8. Escalation and Insight Tracker Log

**Action: Ann to ask Jo to send latest log to Steve if there has been an update.**

## 9. Elect Chair and Vice Chair for next 12 months

The board agreed that Steve and Jeremy will continue and Chair and Vice Chair.

## 10. Governance and Transparency

Steve suggested it may be pertinent to have a list of interests and Ann will send a draft Declarations of Interest form to the board to consider adopting.

**Action: Ann to send Declarations of Interest Document to board.**

## 11. AOB

Ali asked if the Crawley Programme Engagement Task and Finish Group was still in operation and if HealthWatch is still being represented.

**Action: Kathryn to speak to the team and Ali to send email to main contact and copy in Kathryn.**

Next board on 23rd 11.30–13.30. Location to be discussed.

**Action: Steve, Kathryn and Ann to discuss meeting room options**

Meeting ended 12.40

## Future Board meeting dates:

<b>Board Meeting dates</b>
Q1 – Wed 23 <sup>rd</sup> August 2023
Q2 –Wed 15 <sup>th</sup> Nov 2023

## Action Plan

<b>Item Number</b>	<b>Action required</b>	<b>By Whom</b>	<b>Notes/ Completed</b>
14	Check IHCAS figures on the Impact and Performance Draft report	Kathryn	Completed – previous quarter was much higher than was sustainable for the team, it was a real spike so higher than the norm. Also, the local Trust and NHS were in a crisis situation due to winter pressures, so there was a hold on all complaints work, this will have reduced figures overall for the quarter.
15	Cancel F&P Sub cttee August and November meetings	Ann	Completed 17 <sup>th</sup> May
16	Share Hewitt Report	Mark/ Kathryn	Completed 17 <sup>th</sup> May
17	Ann to ask Jo to send Escalation and Insight tracker log to Steve, if updated	Ann	Completed 17 <sup>th</sup> May
18	Send draft Declarations of Interest Document to Board members	Ann	Completed 17 <sup>th</sup> May
19	Crawley Programme Engagement Task and Finish Group; is this still operating?	Kathryn Ali	Completed – Still operating and Ali will attend meetings
20	Discuss location for August and November meetings	Steve Kathryn Ann	Completed – keep booked meetings for 2023