

# Minutes of Q1 Board Meeting held on 23<sup>rd</sup> August 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, Martin Phillips, Ali Khan. Mark Sharman, (Help & Care Member Director),

Councillors: Commissioners Seth Gottesman, Niki Lewis, Bob Lanzer Health and Wellbeing Board Chair

Apologies: Non-Executive Independent Directors Helen Goodman, Linda Cairney, Renee Fickling, Kathryn Loughnan (Help & Care Member Director)

Alison Challenger WSCC Director of Public Health; Director Adults and Health Alan Sinclair; Councillor Amanda Jupp, Commissioner Fiona Mackison

In attendance: Zoey Harries (Manager), Jo Tuck (Volunteering Lead and Deputy Manager), Ann Brosnan (Minutes)

Public Observer: n/a

## 1. Welcome and declarations of interest

SC welcomed everyone to the meeting and introduced Zoey as the new manager. Steve noted apologies from Helen Goodman, Kathryn Loughnan, Fiona Mackison, Alan Sinclair, Alison Challenger, and Amanda Jupp. Linda Cairney would join (if possible) later in the meeting.

No declarations of interest.

## 2. Approval of Previous Minutes

May minutes approved.

Summary of previous actions:

- Action 14 Kathryn – Check ICHAs Figures on Impact and Performance report – completed.
- Action 15 Ann – Cancel F&P sub-committee meetings – completed.
- Action 16 Mark – Share Hewitt Report – completed.
- Action 17 Ann – Ask Jo to send Insight Tracker etc. to Steve – completed.
- Action 18 Ann– Send draft Declarations of Interest document to board – completed
- Action 19 Kathryn/Ali Crawley Programme Task and Finish Group, check if still operating – Completed
- Action 20 Ann/Steve/Kathryn – Discuss location for August and November meetings – Completed

### 2.1 Matters Arising – None

## 3. Impact and Performance Report

The team had worked hard to produce the report in the absence of a manager. Jo noted that this hadn't caused any backlogs. Enter and View had not taken place as planned due to pressures on the system and the lack of capacity to enable any visits to take place.

It takes around 3-4 hours to produce the report, but this is for editing and inputting the final details, which is done by the manager. All the team contribute, and it is a good way for the team to reflect on what they have

achieved. Although primarily produced for the board and commissioners, it is written in a public-friendly way and uploaded on the website.

## 4. Independent Director and Staff Feedback

4.1 Health and Wellbeing Board (HWB) – not attended as no manager at this time

4.2 Health and Social Care Scrutiny Committee (HASC) – not attended as no manager at this time

4.3 Safeguarding Adults Board (SAB)

There is a concern about the lack of mental health beds. This is a national issue.

Seven SARs (Safeguarding Adult reviews) are in progress or completed. The common themes are that they are not sufficiently person centred, multi-agency working needs improvement, as does staff training in safeguarding.

Soft information on safeguarding in care homes is gained from many sources, to provide early intervention if needed. Little safeguarding information is received from Domiciliary care providers. . We will raise this issue at the next QSIG (Quality and Safeguarding Information Group) meeting.

The Safeguarding Adult Board West Sussex has 3 priorities for this year. Safeguarding for older people, those with complex needs, communicate with the hard to reach communities.

4.4 Communication and Engagement – no update as no manager in place at the time.

4.5 Stroke Task & Finish Group

Stroke consultation finished and a decision-making business case will go to the HASC in November along with a report on the consultation. This will be made public, and Jeremy will share with the board.

**Action: Jeremy to share report with board, once received.**

There is work going on re ease of transport for relatives visiting patients, especially as, going forward, there will be one main stroke unit for treating patients in West Sussex.

4.6 Development of ICS and Place-based partnerships – Not attended this time.

4.7 Regional and National Update – Nothing to update this time.

4.8 Other board member insight

Steve attended the HealthWatch quarterly review in July. HWE Chief Executive asked about lobbying candidates in the run-up to the General Election.

The board agreed that this was not appropriate for HealthWatch board members, given the remit of HealthWatch.

Currently, after local elections HW West Sussex introduces itself to the elected official but does not speak to candidates prior to the election taking place.

## 5. Integrated Care System

This is now incorporated under item 8, below.

## 6. Policies and procedures update

Currently Zoey doing a review, with Jo looking at policies for volunteers.

## 7. Escalation and Insight Tracker Log

There is a new log which has been designed by HWE and the team is now using this.

A conversation took place with the Community Partnership lead over the title given to midwives working with the traveller community and the issues with getting the midwife out in the first place. This is being followed up and awaiting an update.

From end of November anyone who goes out in a fishing vessel needs a 'Fit to Fish' certificate. It has not been widely publicised and there is a concern that GPs are not aware of their role in this, so the team is monitoring.

An American company (Modality) has taken over the running of some surgeries in East Grinstead and their PPGs. A number of patients have set up their own group as they are dissatisfied with the service they are receiving.

This is being monitored.

## 8. ICB/HW Liaison Officer updates

After leaving HW West Sussex Katrina has taken on this new role created under the new Sussex ICP Infrastructure.

There are eight shared delivery boards, and each has a reference group, although they are at different stages of progress. The three HealthWatch managers will share meeting attendance across the boards and would like two HW volunteers at each reference group.

All three managers will feed back to Katrina, who will produce a report based on the weekly meetings that are being held. All three HealthWatch are championing the same concerns and have produced a ToR for the weekly meetings, and there is also a memorandum of understanding. Can share with the board.

**Action: Zoey to share ToR and memorandum of understanding with the board.**

## 9. Monitor success of Stakeholder Review

Currently in the process of updating the action plan. Aiming to circulate a detailed update shortly.

**Action: Zoey to send the updated action plan to board.**

## 10. Report on engaging PCNs

This was commissioned by the ICB from the three Sussex HealthWatch. Part of the GP contract is that all surgeries should have a PPG. This does not apply to PCNs and there is no requirement or incentive to do so currently. A year has been spent looking at best practice in West Sussex and producing a resource pack for PCNs about how best to engage with communities.

HW East Sussex held the contract but all three HW contributed to the project and ran workshops at practices to look at what is working well and what needs to be done better. A resource pack is being rolled out this year. West Sussex will help roll it out and want to help develop it further. It will be available to PPGs and members of the public.

Four GP practices have asked HW to go in and talk about the way they engage with patients, following on from the workshops that HW Sussex ran.

Further involvement from HW West Sussex would involve funding for a person to be recruited to work on this project.

## 11. AOB

None

Meeting ended 12.40

## Future Board meeting dates:

<b>Board Meeting dates</b>
Q2 – Wed 15 <sup>th</sup> November 2023
Q3 – Wed 21 <sup>st</sup> February 2024
Q4 – Wed 15 <sup>th</sup> May 2024
Q1 – Wed 14 <sup>th</sup> August 2024
Q2 – Wed 13 <sup>th</sup> November 2024

## Action Plan

<b>Item Number</b>	<b>Action required</b>	<b>By Whom</b>	<b>Notes/ Completed</b>
01	Share Stroke report once published.	Jeremy	Not yet published
02	Share ToR and memorandum of understanding for the three HW Sussex with the board	Zoey	Completed
03	Send updated stakeholder review action plan to the board	Zoey	Completed
04	Set up board meetings for 2024	Ann	Completed 24 <sup>th</sup> August

