

Minutes of Q3 Board Meeting held on 21st February 2024

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 licence 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: Helen Goodman, Nigel Foulkes, Renee Fickling, Ali Khan. Kathryn Loughnan (Help & Care Member Director),
Councillors: Commissioner Seth Gottesman, Niki Lewis

Apologies: Mark Sharman (Help & Care Member Director), Non-Executive Independent Director Linda Cairney. Alison Challenger WSCC Director of Public Health; Director Adults and Health Alan Sinclair; Councillor Amanda Jupp, Commissioners Fiona Mackison, Bob Lanzer Health and Wellbeing Board Chair, Zoey Harries (Manager)

In attendance: Jo Tuck (Deputy Manager), Ann Brosnan (Minutes)

Public Observer: n/a

1. Welcome and declarations of interest

SC welcomed everyone to the meeting and noted apologies from Linda

Cairney, Fiona Mackison, Alan Sinclair, Alison Challenger, Bob Lanzer, and Amanda Jupp.

No declarations of interest.

2. Approval of Previous Minutes

November minutes approved.

Summary of previous actions:

- Action 01 Jeremy to share stroke report – completed
- Action 05 Ann to share links from Kathryn with board – completed
- Action 06 Zoey to share minutes from ICB/HW meetings with board – completed

2.1 Matters Arising – None

3. Impact and Performance Report

It was agreed that the compact version provides a very useful summary. Kathryn noted that other Healthwatch have liked this reporting format. Jo noted that all the team contribute to the content and Kerry does the formatting.

The monthly report feeds in to this report which has improved the process.

4. Feedback from meetings

4.1 Health and Wellbeing Board (HWB)

Three main points from the meeting were:

West Sussex Safeguarding Children's Partnership Annual Report was discussed.

Suicide Prevention Framework and Action plan 2023–2027

Developing a Strategy approach to food and nutrition in the county.

4.2 Health and Social Care Scrutiny Committee (HASC)

Escalation of dentistry was discussed and a letter has been sent to MPs – awaiting a response. This will be reviewed alongside the dental reform.

Mental Health: Sussex Partnership Foundation Trust gave assurances re the temporary suspension of the memory service due to system pressures. Has had a big Impact on local people. It will be resuming from April but there will be longer waiting times and this will impact the wider system. An update will be given at the next HASC.

4.3 Safeguarding Adults Board (SAB)

Nigel attended the December meeting and there is a priorities-setting meeting on 22nd February. Nigel will give feedback on this at the next board meeting.

4.4 Communication and Engagement

Not attended.

4.5 Stroke Task & Finish Group

The document that Jeremy shared was approved by the relevant parties. It is now known as the Stroke Implementation Group. Jo commented that it is important that an evaluation is done once changes have been made, so the impact can be assessed.

4.6 Development of ICS and Place-based partnerships

Not attended

4.7 Regional and National Update

Kathryn mentioned that Martha's Law has come into force and this needs to be taken into account for Enter and View.

The King's Fund report on Primary Care Funding has been published and will be sent to the board.

Action: Ann to send the report out to the board

Downgrading of the Hospital Trust with Worthing going from Outstanding to Needs Improvement.

There are three main areas regarded as a matter of urgency and four areas regarded as a priority.

Action: Jo to send details to the board on the above areas.

A discussion took place around how Healthwatch will engage with the media in these types of cases. Healthwatch West Sussex will be supporting the trust.

Engagement with the media will be looked at on a case-by-case basis.

Need to develop our relationship with the media.

4.8 Other board member insight

Nothing noted.

5 Risk Register

Growing number of complex cases.

6 Manager's Update

Workplan, Partnership and Engagement Plan, Involvement Volunteer Strategy, Communication Plan and Enter and View Strategy were all approved by the board.

There is a need for additional volunteers: challenges remain in that they are mainly needed for project work, rather than a set number of hours per week. Jo is in talks with a hospice who currently do not have enough engagement for some of their volunteers and there may be an opportunity to partner with the hospital to have their volunteers involved in the Enter and View programme.

It was suggested that recruitment for volunteers via social media may help increase numbers. Also the education sector and broadening the offering to those with different backgrounds by approaching mosques for example.

Action: Jo to arrange discussion with Ali

Place report was approved.

6. Policies and procedures update

Policies are being looked at by Help and Care to ensure that the website is kept updated and reviewed as needed.

7. Escalation and Insight Tracker Log

No escalations since last board.

8. ICB/HW Liaison Officer updates

There has been more collaboration across Sussex Healthwatch and the ICB with meetings taking place on a weekly basis. The liaison lead attends the ICB meetings and co-ordinates the Healthwatch response.

Funding is due to finish at the end of this financial year and a business case is being prepared for it to continue as all three Healthwatch feel it has demonstrated its value since its inception. Will update the board once the decision is made regarding the continued funding. Funding can also be claimed by the three Healthwatch if they need to be part of certain ICB workstreams.

9. Monitor success of Stakeholder Review

Questions were approved.

10. Quality Assurance Service Review – IHCAS

A review was started with the Head of Governance and Kathryn last year and they visited the team, did an audit and made suggestions to improve practice. Very pleased with the progress and the review should be completed before the May board meeting.

11. AOB

Jo invited the board to shadow and Enter and View.

Action: Jo to send out dates to the board.

The role of CYP lead has been appointed and Eleanor will be starting on 11th March.

Niki commented that it was good to see how the plans had reflected the priorities agreed at the previous meeting and it is a good solid base for next year. Very impressed with Zoey and her efforts to engage with the key stakeholders; can see it is having a positive impact.

Steve gave a note of thanks to Jo on behalf of the board for attending this meeting in Zoey's absence.

Meeting ended 12.00

Future Board meeting dates:

Board Meeting dates
Q4 – Wed 15 th May 2024
Q1 – Wed 14 th August 2024
Q2 – Wed 13 th November 2024

Action Plan

Item Number	Action required	By Whom	Notes/ Completed
07	Send the King's Fund report on Primary Care to the board	Ann	Completed
08	To discuss volunteer recruitment with Ali to reach a different audience	Jo	Ongoing
09	To share the information around the Trust and the three areas regarded as matters of urgency and four areas listed as priorities.	Jo	Two documents sent and link
10	To send out Enter and View dates to board so that they can attend one if interested.	Jo	Sent and two board members attending