



# Healthwatch North Somerset Directors Meeting

Tuesday 10<sup>th</sup> December 2013

at

Vintage Church, Hughenden Road, Weston-super-Mare

## MINUTES

**Present:** Georgie Bigg (GB) [Chair]  
Dick Whittington (DW)  
Jenny Murphy (JM)  
Eileen Jacques (EJ)  
Mary Adams (MA - North Somerset PCT)  
Kelly Herbert (KH - Administration Officer)

**Members of Public:** None Present

**Apologies:** Nikki Williams  
Michelle Burnett  
Celia Henshall  
Chris Phillips  
Alun Davies

## **01-13 Apologies for Absence**

Apologies were received from Nikki Williams, Michelle Burnett, Celia Henshall, Chris Phillips and Alun Davies.

## **02-13 Declarations of Interest**

The Directors confirmed that they had no interests to declare in the business to be conducted at the meeting.

## **03-13 Public Participation**

No members of the public opted to observe this meeting.

## **04-13 Minutes of Meeting of 21 November 2013**

The minutes of the meeting of 21 November 2013 were checked for:-

12.1 For accuracy

12.1 For matters arising not on the agenda - none noted

The Minutes were agreed as a correct record.

## **05-13 Finance**

Paper already circulated. DW reported a balance of almost £60,000 at the end of November. To note, budgeted set up costs for which £12,000 have now been spent. The signing of the office premises lease is in hand.

The issue of corporation tax still remains, conversion to a charity status is being considered and DW is seeking suitable advice. JM will send information on Burton Sweet, who deal with charities to DW/EJ. GB suggested contacting HWE to see if advice on this issue is available and stressed the need to have proper evidence for change to a charity status. EJ will make enquiries with HWE and DW to contact other CIC local Healthwatch. DW reported that conversion to a charity would need be completed by 21<sup>st</sup> February 2014. An EGM is proposed for 28<sup>th</sup> January 2014.

DW informed of the possibility of setting up a charity as a separate body to hold funds.

DW has consulted MB to complete the year end accounts as an independent accountant.

**Action: JM to resend information on Burton Sweet to DW/EJ.**

**Action: DW will make enquiries with HWE regarding corporation tax issue and EJ to contact Healthwatch England.**

### **06-13 Policies and Procedures**

Policies are stored in the Peninsula file. The Board approved the Adverse Weather, Outstanding Annual Leave & Toil, Frivolous or Vexatious Complaints and Lone Working Policies.

**Action: EJ to add approved and review dates to these Policies.**

### **07-13 Draft Public Relations & Engagement Strategy**

Paper already circulated.

MA informed about Patient Leadership training that David Gilbert & Mark Doughty at Centre for Patient Leadership have produced, which is a nationally used model. MA advocated that this model is utilised by HWNS for volunteers and suggested partial funding may be available from DES funding for Patient Participation Groups.

EJ discussed targeted leaflet distribution in hard to reach areas. GB highlighted that public health are doing some work in those areas and we may be able to co-ordinate.

The Board agreed EJ's proposal.

### **08-13 Report from Chief Officer**

Previously distributed. EJ discussed her meeting with AD, and advised that two groups will transfer to HWNS in January, and will email information on this to the Board. EJ has a further meeting with MA next week for a discussion about the voices for health group. The other groups will be rolled out gradually.

A meeting is also planned with PF.

JM reports she has taken over the carers mental health groups.

The aim is for all groups to be in place by end of financial year.

## **09-13 Other Business**

DW discussed scheduling a Finance & Resources Sub-Committee meeting, with EJ to be involved. DW also suggested a discussion of the process of open meetings. GB suggested a Directors Review Meeting and indicated the need for a process for Director Meetings - to be discussed at F&R meeting.

DW enquired how HWNS are taking forward the information gathered as a result of our Weston General Hospital & Clevedon Hospital meetings. EJ indicated that the report for Clevedon Hospital options is scheduled shortly which will be reviewed by Directors, sent to the Clinical Commissioning Group (CCG) and made public by placing it on the HWNS website. GB suggested formulating questions to be submitted. MA suggests specifically asking how exactly are the CCG going to use this feedback to inform decision making process. EJ suggested we have webpages for each topics with relevant documents and in user friendly language.

MA informs she would be happy to give an overview of the local NHS at a meeting if required. GB suggested this could also be on the website.

MA requests a space on next agenda for CCG changes.

## **10-13 Date of Next Meeting**

To be confirmed.