

## Director's Meeting

Thursday 21<sup>st</sup> November 2013

at

Clevedon Community Centre

### MINUTES

**Present:**

Georgie Bigg (GB) [Chair]  
Dick Whittington (DW)  
Chris Phillips (CP)  
Jenny Murphy (JM)  
Celia Henshall (CH)

Eileen Jacques (EJ) (Chief Officer)  
Kelly Herbert (KH) (Administration Officer)

**Members of Public:**

John Gowar

**Apologies:**

Nikki Williams  
Michelle Burnett  
Mary Adams (North Somerset Clinical Commissioning Group)  
Alun Davies (North Somerset Council)

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

Apologies were received from Nikki Williams, Michelle Burnett, Mary Adams & 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**

John Gowar directed the Board to his comments made in an email, asking for more information to be included and a more pro-active approach taken.

## **04-13 Minutes of Meeting of 13 August 2013**

The minutes of the meeting of 13 August 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 Report**

Recommendations from the Finance & Resources Sub-Committee

DW discussed finance report. Annexe A - DW had nothing new to add. Typo noted - Annexe A should read January - October 2013. HWNS positive bank balance should be in excess of £70,000 at year end.

On CS recommendation, DW informally recruited a bookkeeper to do year end accounts and discussed rationale for this. Other options for accountancy were considered. DW is to investigate further. DW reported a significant underspend this year, given delays in getting established. A liability to corporation tax can be avoided by giving consideration to conversion to charity status. GB requested professional and specific tax advice and pros and cons on conversion to charitable status in order to ensure HWNS has taken proper advice on this.

CH proposed HWNS agree in principal to register as a charity, subject to professional advice on our tax liability; the Board Agreed. The Board agree a maximum cost of £1000.00 for this professional advice.

**Action: DW to identify and contact a number of professional organisations to give advice on conversion to a charity, accounts and corporation tax.**

**Action: JM to forward DW details of charity commission advisors for accounts.**

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

This item is to be carried forward to the next Board Meeting Agenda on 10<sup>th</sup> December 2013, to allow EJ an opportunity to review the policies.

## **07-13 HWNS Terms & Conditions**

Staff Sick Pay: The recommendation to the Board is 2 weeks sick pay and 2 weeks half pay. The Board agreed.

## **08-13 HWNS Partnership Proposal**

CH recommended the proposal. GB provided the board with background information. The Board approved the proposal.

## **09-13 Update on Signposting Function**

CH reported that HWNS will not take over the Community Connect service as expected. EJ is working with our Signposting Officer to fulfil our signposting function and discussed progress. CH reported the need to be aware of developments with Community Connect as there may be opportunities to bid for services in March 2014.

## **10-13 Sub Structure Proposals**

GB noted an error in this paper - the Physical & Sensory Impairment Group will not be moving across to us.

GB & EJ discussed the intention to get these groups up and running in the New Year. GB highlighted an agreement in place not to change the Terms & Conditions of these Groups within the first year.

**Action: EJ to investigate current dates set for upcoming meetings for the transferring groups.**

## **11-13 HWNS/NSC Review Meeting**

CH reported on this meeting with Alun Davies (AD) and Shane Trevett (ST) of North Somerset Council, which DW also attended. GB had given her apologies due to personal commitments. AD/SD were largely happy with progress, recruitment, volunteer meetings, and upcoming public meetings and AD estimated that HWNS is in the top 10 Local Healthwatch in the country.

The cost of funding and expenses for MW's learning disability group was questioned; AD indicated he anticipates costs to be less than £1,000 per year.

CH highlighted the opportunity to attract potential Directors with necessary skills while Chris Shepherd is meeting with organisations regarding her partnership proposal project.

CH reported that with future monitoring, AD would like to see something that is measurable against our targets. EJ is taking this forward.

**Action: GB & EJ to discuss Healthwatch England/Local Government Authority outcomes and impact development tool which is due to be piloted by Healthwatch North Somerset.**

**Action: DW to complete the NSC monitoring form.**

**Action: EJ & CS to meet and discuss project work and Directors recruitment proposal.**

## **12-13 Chief Officers Report**

Report circulated prior to meeting. EJ reported a positive working environment, with a talented team and thanked the staff for their hard work.

It was reported that there is a large amount of work to be done. CH enquired how much set-up work is still to be done and offered EJ support if necessary with this.

GB confirmed specific expertise can be bought in if necessary for projects.

## **13-13 Any Other Business**

CP advised of a local AWP meeting at Coast, on 27<sup>th</sup> November, 10-1pm if any of the Board was able to attend.

DW updated on the office lease, and enquired if a fixed date for the break clause or a sliding date within a 6 month period is required? DW proposed HWNS go with solicitors recommended start date and fix the break clause 3 years after that date, with 3 months' notice. CH seconded DW's proposal and the Board agreed.

EJ to be added to the bank signatories, the Board agreed with this proposal.

## **14-13      Date of Next Meeting**

**Tuesday 10<sup>th</sup> December 2013 12.30 - 2pm**, Vintage Church, Hughenden Road, Weston-super-Mare - the meeting will immediately follow the Weston Hospital Public Meeting.