



HealthWatch North Somerset Directors Meeting

Tuesday 4th February 2014

at

Nailsea Baptist Church, 79 Silver Street, Nailsea, BS48 2DS

MINUTES

Present:

Georgie Bigg (GB) [Director and Chair]
Dick Whittington (DW) Director
Chris Phillips (CP) Director
Michelle Burnett (MB) Director
Celia Henshall (CH) Director
Nikki Williams (NW) Director
Eileen Jacques (EJ) Chief Officer

Alun Davies (AD) North Somerset Council
Mary Adams (MA) North Somerset Clinical Commissioning
Group (CCG)

Kerry McDermott (KM) – Signposting & Administration Officer
Tamar Sutton (TS) Community and Engagement Officer

01-14 Apologies for Absence

Apologies were received from Jenny Murphy.

02-14 Declarations of Interest

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

03-14 Public Participation

Members of the public present requested some basic information about the functions of Healthwatch North Somerset (HWNS), information was given by GB.

Board and staff introduced themselves.

04-14 Minutes of Meeting of 10 December 2013

The minutes of the meeting of 10 December 2013 were checked for:-

04.1 For accuracy – MA advised her title on the minutes still reads PCT it should read CCG.

04.2 For matters arising

There were no matters arising.

05-14 Finance

DW suggested changing the yearly accounting period to fit the tax year of 1st April – 31st March. The board agreed. 31st March will be the financial year end.

DW confirmed EJ is now an authorised signatory for HWNS.

DW advised the office lease agreement will be ready shortly.

06-14 Conversion to Charitable Status

DW reported on the legal status of converting to a charity and advised HWNS would be liable for corporation tax if it did not convert. HWNS can either set up as a new charity or convert from a CIC to a charity.

DW stated that to change to a charity, Healthwatch objectives would need to be brought in line with the Charity Commission guidelines. These guidelines state that objectives should be charitable in purpose.

All board members agreed the action to convert to a new charity.

Actions

DW to work with EJ to process online with the Charity Commission the conversion to a charity.

07-14 Chair's Report

Reported by GB

Finance & resource meetings are now taking place regularly. The committee is GB, CH, DW and MB. The meeting on the 9th January 2014 discussed the conversation to charitable status.

Healthwatch England

GB advised that regular events are being held around the country by Healthwatch England to consult on consumer rights and strategy. EJ and GB attended one of these events in Taunton on the 29th January 2014.

South West Citizens Assembly

The Senate brings together Healthwatch organisations in the South West. The Assembly will provide a patient and public voice on key health issues to enable the South West Citizens Senate to advise commissioners. Two volunteers are invited to represent each local Healthwatch in the South West.

Bristol, North Somerset and South Gloucestershire Quality Surveillance Group.

This strategic group brings together Local Authorities, NHS England, Care Quality Commission, Monitor, Clinical Commissioning Groups and Local Healthwatch and key NHS officers to monitor and feedback on key issues regarding health and social care.

EJ will deputise at these meetings if GB is unavailable.

08-14 Increase in Membership

CP requested information on how HWNS will involve the sub groups that Healthwatch North Somerset (HWNS) are bringing on board and if they would be invited to future public meetings. EJ advised we will be working closely with the new groups as they transfer to HWNS. CH asked if HWNS would be requesting members of the groups also become members of HWNS. EJ confirmed they would be given the opportunity to become HWNS members.

09-14 Hard to Reach Groups

CH reported Chris Shepherd (CS) had provided a progress update regarding the Key and Support Partner Alliance. CS is meeting with potential partners and hopes to sign up a number of groups which will allow HWNS to place their logo on partner's websites and vice versa.

DW advised it was important to think about individuals who may be hard to reach and not just focus on groups. GB advised this would be an important part of the communications strategy.

10-14 Recruitment Process for Directors

EJ has circulated a draft policy for comments.

CH asked if there should be a policy included regarding dismissal of a Director if appropriate. GB advised there is a code of conduct for Directors which should be reviewed along with recruitment policy. The policy was agreed.

DW commented when bringing new Directors into Healthwatch it is important to strengthen the current board. CP suggested HWNS advertise for Directors on the website, and GB advised there are other organisations in North Somerset that can advertise vacancies as well. MB also advised that although the board do not currently have a full quota of directors they do have the ability to invite and co-opt onto the board.

EJ advised there is currently one pending director application. GB advised the application will be considered using the process identified in the Directors Recruitment Policy.

11-14 Senior Community Links (SCL)

AD referred the board to the paper already circulated relating to Senior Community Links (SCL) and invited any questions.

CP asked if AD could confirm that the budget would be £30,000 over the next 3 years. AD advised that was correct.

MB asked if TUPE would apply. AD advised it would not.

CP asked if during the recruitment process the current Age UK staff would be able to apply for the position. CH confirmed they will be able to apply. HWNS will follow their usual recruitment process.

MB asked if the SCL groups would be HWNS or North Somerset Council groups. AD advised HWNS.

AD requested confirmation of who would be the lead board member for contact and to work with when transferring the SCL groups to HWNS. The board agreed DW would be the key Board link.

12-14 Team and Directors Development

CH discussed a development day for the team and the board. This would enable the Healthwatch to put together the 2014/5 detailed work plan.

AD advised the final work plan should be agreed before the 31st March ready for the new financial year.

Action: It was agreed EJ would arrange the date and location and will source a facilitator for the Away Day.

13-14 Attendance at Regional and UK Events

CP asked if there was a policy for attending events outside the local area. GB advised that board members should contact the office if there is an event that is relevant to HWNS that they wish to attend.

14-14 Future Meeting Dates

EJ confirmed the board have agreed the future planned public meeting dates and topics.

- 25th February 2014 - Social Care
- 27th March 2014 - Transport
- 28th April 2014 – Young people's Mental Health

15-14 Topics and Arrangements for Future Public & Board Meetings

EJ discussed speakers, venues and topics.

EJ advised that Healthwatch hopes the meeting topics will start to be led by feedback from the public.

MA advised the CCG want to engage with the public in March regarding the re-procurement of community health services. Julie Kell and Penny Smith from the CCG would like to attend a future HWNS Board meeting.

16-14 Chief Officers Report

EJ advised Social Media doing well thanks to HWNS volunteer Sean Kelly.

The Weston Enter and View, Weston Hospital public meeting, Clevedon Hospital public meeting and Integrated Care reports are now available for the public on the HWNS website or in another format on request.

EJ advised the Voices for Health Group are now integrated into Healthwatch North Somerset. EJ is currently working with AD transferring other groups to Healthwatch.

New updated version of the website from Healthwatch England is now running. EJ will make a decision after testing the new website if it is suitable or if HWNS will need to create our own website. AD advised if website is still not good enough this should also be reported to Healthwatch England.

EJ and TS attended the Your North Somerset Event and 57 people visited the stand. New members were recruited.

KM is now visiting GP surgery's on a monthly basis to have a stand with leaflets and be available to talk to members of the public.

KM is now ready to go live with the signposting service. This will be called Healthwatch Local Information Directory. There is a spreadsheet in place to record contacts for reporting purposes.

The new HWNS leaflets and posters have been printed and the HWNS team will deliver leaflets around North Somerset.

There is now a process for dealing with and recording any public enquiries that come into the office. These enquiries are increasing.

17-14 Other Business

CP asked if HWNS have access to an Evacuation Chair at the office.
ACTION: EJ to investigate.

MA advised the CCG have the national Call to Action survey on their website for public thoughts and ideas for future the future NHS strategy.

18-14 Date of Next Meeting

The next HWNS Directors Meeting is Thursday 27th March 2014, 1.15pm. at The For All Healthy Living Centre, 68 Lonsdale Avenue, Weston-super-Mare, BS23 3SJ