



HealthWatch North Somerset Directors Meeting

Thursday 27th March 2014

at

For All Healthy Living Centre, 68 Lonsdale Avenue,
Weston-super-Mare BS23 3SJ

MINUTES

Present:

Georgie Bigg (GB) [Chair]
Dick Whittington (DW)
Chris Phillips (CP)
Celia Henshall (CH)
Nikki Williams (NW)
Tom Foot (TM)
Eileen Jacques (EJ)

Lorna Cryer (LC - Healthwatch North Somerset Member)
Tim Evans (TE - Healthwatch North Somerset Member)

Kelly Herbert (KH - Administration Officer)

Apologies:

Jenny Murphy
Alun Davies
Mary Adams
Michelle Burnett

01 Apologies for Absence

Apologies were received from Jenny Murphy, Michelle Burnett, Alun Davies and Mary Adams.

02 Declarations of Interest

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

03 Public Participation

LC asked why health services tenders must comply with EU legislation. GB/NW responded all organisations have to do this for tendered services over £150,000 with the intention to open up services to competition.

LC asked about the privatisation of Weston General Hospital (WGH), GB responded that a link has been forwarded to LC for the Securing the Future website, which has information about WGH procurement.

04 Minutes of Meeting of 4th February 2014

The minutes of the meeting of 4th February 2014 were checked for:-

4.1 For accuracy

4.2 For matters arising - CP enquired about an evacuation chair, EJ reported the procedure for this. NW enquired about an evacuation plan.

Action - EJ to investigate the need for an evacuation plan.

The Minutes were agreed as a correct record.

05 Co-option of New Director - Tom Foot

TF's application to become a Director of Healthwatch North Somerset was previously circulated to the Board. The Finance & Resources Sub-Committee recommended the co-option of TF as a Director. The Board agreed the recommendation.

Action: TF to review the Director recruitment process and make recommendations for improvement.

06 Telephone Confidentiality Policy (Signposting)

NW suggested a flow chart is added to simplify the process and also suggested a link to 'No Secrets' for both children & adults. CH suggested this is linked to our safeguarding policy. The Board approved the policy subject to the amendments as suggested.

Action: EJ to make the amendments suggested.

07 Healthwatch North Somerset Work Plan 2014/15

EJ has amended the workplan in line with suggestions made at the away day and presented it for approval. EJ explained the document to the members of public present. CH will email EJ regarding some small adjustments.

EJ suggested the document is reviewed by the board on a 3 monthly basis, and stated the Board need to agree the work plan strategic priorities. A meeting to be arranged for the Board to agree this.

GB thanked EJ for her work on the work plan.

Action: CH to email EJ with amendments to work plan.

Action: EJ to arrange a meeting for the Board to agree the work plan priorities.

08 Senior Community Link Community Engagement Worker Job Description

EJ reported that the job description was agreed between at a meeting with herself, DW, AD and 2 Senior Community Link Chairs. The interview panel have been agreed as EJ, GB, AD and 2 Senior Community Link Chairs.

CP asked if this is a permanent post, EJ responds this will be a 3 year fixed term contract. The Board discussed the issue of redundancy pay. DW reported that the reserves are sufficient are to cover this.

The Board approved the job description.

09 Finance Report

DW reported there is currently approximately £90,000 in the bank and the expected surplus will be in the region of £80,000 for the year 2013/14.

The Board approved the January - March 2013 accounts prepared by MB. DW is awaiting information on payroll services from MB and asks the Board to consider moving this service from Bishop Fleming if it is more cost effective. GB declared an interest in this matter.

CH stated she was happy for EJ/DW to investigate this.

DW reported that Healthwatch England (HWE) have sent a letter saying they will take up the matter of tax liability for CIC local Healthwatch, and will lobby for Healthwatch to be exempt from corporation tax as they are not engaging in business activities. HMRC are looking at the possibilities.

10 Update on Charitable Status

DW discussed the options of a charitable corporation and conversion to a charity. DW suggested that HWNS wait until discussions between HMRC and HWE have occurred.

EJ highlighted that members have agreed conversion to a charity. CH stated that HWNS need to convert to a charity regardless of HMRC decision to prevent this occurring in the future.

The Board did not want to continue a CIC alongside a charity.

TF enquired about the timescale of setting up a charity. DW stated this could be done in a month, but is dependent on the Charity Commission, Companies House and CIC Regulator.

TF stated that the agreement to convert to a charity was already reached at the February Board Meeting, so there is no other option than to proceed with this, CH and NW seconded that statement. TF proposed that the CIC will close and assets will be transferred to the charity, CP & GB also seconded this.

Action: DW to further investigate the requirements of HWNS' conversion to a charity and proceed with the conversion.

11 Chief Officer Report

EJ has circulated a written report and invited comments via email.

12 Team and Board Away Day

EJ reported this was a very beneficial day and the feedback received also supported this.

13 Database

EJ indicated the need for a database, and asks for the Board's approval to investigate this further. The Board agree to this.

Action: EJ to investigate various database systems and costs.

14 Prioritisation Policy Draft

EJ asked if board could agree who sits on the prioritisation panel as soon as possible. GB & NW agree to be on the panel.

15 Autism Forum

Document previously circulated by NW. NW asks for backing from the Board to proceed with this. NW reports that the group has been requested by the Autism Strategy Group. CH asks about the predicted costs of this administering the group.

Action: the Board approves this, subject to investigation of operation and associated costs by NW/EJ.

16 Other Business

EJ presented an NACVA document on awareness of Healthwatch by local voluntary community sector (LVCS) organisations and suggested asking VANS to conduct a survey on awareness of Healthwatch North Somerset within LVCS. The Board agrees with this. GB declares an interest.

EJ reported a request via HWE, stating Channel 4 is requesting HW take part in checking GP surgeries regarding vaccination numbers in children. The Board agree to take part in this.

CH enquired what is happening next on engagement strategy - EJ discusses this.

DW reported that the lease for the premises is ready signing and 2 x signatures are needed. CH proposed agreement to sign the lease. CP agrees.

Action: DW & GB to sign lease.

17 Date of Next Meeting

Monday 28th April 2013, time to be confirmed, Nailsea Methodist Church, Silver Street, BS48 2DS.