

HealthWatch North Somerset Directors Meeting

Wednesday 1st October 2014

at

**Nailsea Methodist Church, Silver Street,
Nailsea BS48 2DS**

MINUTES

Present:

Georgie Bigg (GB) [Chair]
Dick Whittington (DW)
Chris Phillips (CP)
Michelle Burnett (MB)
Celia Henshall (CH)
Nikki Williams (NW)
Tom Foot (TM)
Eileen Jacques (EJ)
Alun Davies (AD – North Somerset Council)
Mary Adams (MA - North Somerset CCG)

In attendance:

Sean Fitzpatrick (SF – North Somerset Council)
David Greenwood (Healthwatch North Somerset Member)
Ditch Townsend (Weston Hospicecare - Healthwatch North Somerset
Organisational Member)
Kelly Herbert (KH - Administration Officer)
Clive Jones (CJ – Senior Community Links Engagement Worker)
Sophia Jones (SJ – Volunteer Coordinator)

01-14 Apologies for Absence

No apologies were received.

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

Questions were submitted in advance by DG. DG raised a concern that there was a conflict of interest in Healthwatch North Somerset's (HWNS) support of the Senior Community Links (SCL) groups. DG considered the SCL groups as North Somerset Council (NSC) work, and considered the functions of SCL conflict with the HWNS role. He suggested that there was inadequate HWNS staff to support the groups. DG also questioned the funding of the SCL groups.

DG questioned the structure of HWNS Board and a lack of a Chief Executive on the Board.

GB responds that HWNS support of the SCL groups is part of its engagement activities and provides HWNS with further reach into the community, enhancing the work of gathering feedback from the public.

DW responds that the SCL groups were previously facilitated by NSC. DW confirmed the receipt of £30,000 funds for the SCL groups received from NSC.

AD agrees HWNS role is to scrutinise and as the SCL's also scrutinise and he considers they are a good fit for HWNS. AD confirmed that SCL's are not a NSC statutory service, and never have been, so there is no conflict. The funding received for SCL's is part of all the other voluntary sector organisation funding, with no difference or separation and this funding is for the council to spend as it sees fit. AD will put his comments to DG into writing and is happy to have further conversations with DG on this matter, and SF would also be happy to communicate with DG on this matter.

GB also highlighted that EJ is HWNS Chief Officer and which is a Chief Executive role. DW stated that under Charity rules, employees (including Chief Executives) cannot be a member of the Board.

04-14 Minutes of Meeting of 8th July 2014

The minutes of the meeting of 8th July 2014 were checked for:-

4.1 For accuracy

4.2 For matters arising not on the agenda – none noted.

The Minutes were agreed as a correct record.

05-14 Finance Report

i. Draft Accounts 2013/14

DW informs that our independent examiner has produced draft accounts. A couple of queries remain and the accounts presented are draft and may alter slightly. The income & expenditure report shows a surplus of £78,000 and DW reports this figure to be +/- £1000. The surplus occurred due to the fact it was a part years spend and lower salary costs due to fewer staff.

DW reports an amendment to the total figure on the assets & liabilities report to £82,160 and discussed this with the Board.

The Board endorse the draft accounts to be presented at the AGM. DW will present the final version to the Board via email for agreement.

ii. Finance Report

HMRC has agreed that HWNS should not be liable for corporation tax and a refund of £500 from last year has been received. GB thanked DW for all his work on this matter.

CH asked if the £45,000 reserves would be held in a separate account. DW responds no. CH suggested that the reserves figure is shown separately on the accounts. A higher rate deposit account with Triodos will be opened.

DW reports the current half year expenditure to be within budget, staff costs will be higher for the 2nd half of the year. CJ's salary is included in SCL costs. The pension scheme not yet being set up. DW reports difficulty finding a provider of pensions for small companies. EJ & DW will explore the possibility of paying into individual schemes and see how other local Healthwatch are dealing with this.

iii. Update on Charitable Status

DW reports that HWNS is now a Registered Charity and encouraged the Board to visit Charity Commission website for rules and guidance. DW confirmed that HWNS remains a Company Limited by Guarantee with same company number as previously.

06-14 Chief Officer Report

EJ discusses her report and invites questions. EJ discussed the recommendation of a fire extinguisher, a fire blanket and evacuation mattress following a recent fire safety check. EJ states that an evacuation mattress needs consideration, as the user would have to be physically capable of getting someone onto it then manoeuvring down the stairs. A PEEP report is also required for every individual who is unable to use the stairs. CH suggests checking if this is a recommendation or a requirement. SF suggests contacting the NSC Health & Safety Advisor for advice. AD suggests contacting the fire service.

Action: EJ to check requirements with the Fire Service and discuss with NSC.

AD informs that Cllr Kemp will be chairing a transition group to oversee the transition process of the SCL groups. DW has been invited to attend for continuity, but any director is able to attend. The first meeting is scheduled for 7th October and the group is expected to meet monthly until it is no longer needed.

EJ reports Volunteer Coordinator is now in post.

EJ reports that it is unlikely that we will be proceeding with the Our Voice Counts group, as it would be a better fit for another organisation.

The GP Survey was discussed. GB & DW suggested distribution to Parish Councils, and other distribution means were discussed. SF suggested North Somerset Life Magazine or posting with Council Tax Bills. EJ also confirms a review of GP's websites has been undertaken, the report has been written and is awaiting editing before release.

HWNS's new website is now ready and needs to be populated with data, which will happen over the next few weeks.

EJ reports that intelligence figures are increasing, and a method of feeding back to stake holders will be developed for board approval.

AD asked about HWNS special enquiry on discharge conducted, which has been passed to NW, Chief Executive of Weston General Hospital for comments. AD suggests it also it should go to adult social care prior to publication, as discharge also involves these services. EJ will forward to AD and to CCG.

Ways of measuring the impact of HWNS's work and changes made by providers as a result were discussed and suggestions that future CO report includes this, AD highlights HWNS formal powers of requesting a response to issues raised by the public. DW requests that the board be aware the outcomes of these requests and NW states the public need to also know this, as it demonstrates our fitness for purpose. MA offers help with the format of this type of reporting.

07-14 Any Other Business

None

08-14 **Date of Next Meeting**

TBC