

Minutes

Healthwatch Cheshire West Board Meeting

Date: 13 January 2016 **Venue:** Sension House, Denton Drive
Time: 10am to 12.00 noon Northwich, Cheshire, CW9 7LU

Item	Topic	Action
1	<p>Welcome LT welcomed all to the first meeting of the Healthwatch Cheshire West Board, joining the Executive Management Board (EMB) and the Operational Committee (OC).</p> <p>Introduction Introductions were made around the table and apologies noted.</p> <p>Present: Carol Berry - CB (Chester Voluntary Action), Board Member and Director, Brendan Doyle - Co-Chair, Board Member and Director Lynne Ewin - LE, Board Member, Andrew Firman - AF, Board Member, Chris Hindley - CH (Youth Federation), Board Member and Director Shantele Janes - SJ (Cheshire Halton & Warrington Race Equality Centre), Board Member and Director George Loughlin - GL, Board Member Keith Roper - KR (DIAL West Cheshire), Board Member and Director Lynne Turnbull - LT (Cheshire Centre for Independent Living), Co-Chair, Board Member and Director Lucy Welsh - LW (Age UK Cheshire), Board Member and Director Rhiannon Wilson - RW, Board Member Margaret Yorke - MY, Board Member</p> <p>In attendance: Louise Barry - LB, Interim CEO Emma McKenzie - EM, Administration and Finance Manager (minutes)</p> <p>Apologies: Pat Clare, Board Member, Elizabeth Bott, Board Member</p>	
2	<p>Setting the Scene - the single Healthwatch Board LT explained that at the commencement of the Healthwatch contract a Community Interest Company was set up with the directors of the CIC forming the EMB. To represent the diverse local community the Operational Committee was set up. Staff were employed by the host organisation CCIL, and from last April staff were TUPED across to HWCW</p>	

and the finances separated from CCIL. To reflect the new independent structure of HWCW CIC the decision had been taken late 2015 to join the Executive Management Board with the Operational Committee to streamline processes.

A discussion then took place regarding the new structure and timings of the decision to move to a single Board. LT reminded people that a meeting called in December to further discuss the decision had been cancelled due to apologies being received from the majority of Board Members and welcomed the opportunity that today's meeting afforded for open discussion of the decision and to consider priorities and the way forward.

LB commented that former CEO, Jonathan Taylor had hoped to be able to say his farewells at the December meeting but as it had been cancelled he had asked that his best wishes be sent on, and he looked forward to working in partnership with Healthwatch in his new role.

LT outlined that improved effectiveness and cost savings would be made in having a single Board. She envisaged that work would still be carried out with Task & Finish group meetings held in between Board meetings which would be held either bi-monthly or quarterly. These formal meetings not likely to start until April.

GL suggested that Terms of Reference were needed to enable OC members to decide if they wished to continue.

MY queried size of Board; too large for discussions? LT proposed that the Board have no more than 15 members in line with HWCW's governing document.

LB - Dave Crosthwaite, Volunteer Co-ordinator is undertaking a skills and experience audit with all volunteers. This could be extended to the members of the Board who are also Directors. This is an opportunity to refresh the working of HWCW and clarify and play to our strengths.

KR acknowledged the exceptionally positive reflective audit findings and the considerable effort of OC members and other volunteers. CB and other directors endorsed this.

GL agreed that the proposal to merge the EMB and OC was a sensible one; others agreed. LT emphasised the importance of volunteers to HWCW.

RW queried her attendance at various health meetings; was this still necessary? LT said that this would not change for the immediate future. Attendance at meetings and membership of groups would be checked against the work plan and if gaps were identified, Volunteer Co-ordinator could look to fill these.

AF queried how decisions would be made. LT stated that operational

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	<p>decisions would be made in Part 1 of the meeting. Strategic decisions relating to contract compliance and discussions not for public consumption to be kept for Part 2.</p> <p>LE queried whether the staff team would be attending Board meetings. It was suggested that staff attend only for specific agenda items in Part 1; agenda to include time slots. Members of staff could attend on a rotating basis as an observer. LB to action.</p> <p>Guest speakers could still be arranged if there was a topical issue that required clarification, however, the timing of such presentations is to be given more thought and would be likely to be held outside of the meeting.</p> <p>BD asked for thought to be given for the naming of Task & Finish groups. LB is keen to keep Task & Finish groups however more thought to be given to project brief and end dates. Clear evidence of the need for the work and a clearer idea of outcomes are required.</p> <p>RW - important to review outcomes of research - have things changed for the public as a result of the published findings?</p> <p>AF queried LB's interim post - LB's contract with Healthwatch Cheshire West is set up on a consultancy basis for a six month period after which the post will be advertised externally.</p>	<p>LB</p>
<p>3</p>	<p>Minutes from previous meetings/matters arising</p> <p>EMB minutes were checked for accuracy and agreed.</p> <p>Matters arising - contractual dispute with Healthcare Publications. LT explained the background for members who were previously unaware of the dispute; no action to be taken at present.</p> <p>OC minutes were checked for accuracy and agreed. There were no matters arising.</p> <p>LW requested a copy of CCG presentation; EM to circulate.</p>	<p>EM</p>
<p>4</p>	<p>Forward actions</p> <p>EMB - none outstanding.</p> <p>OC - outstanding items:</p> <ul style="list-style-type: none"> • Dementia Action Alliance - not yet joined. Will be discussed at staff team meeting. • Domiciliary care interviews as part of Care at Home project are at planning stage. Update for next meeting. <p>Loneliness & Isolation - BD did not want to lose the impetus of this project. T&F Group is currently looking at how sight and hearing problems affect loneliness.</p> <p>The reason for this work was queried by LT. BD clarified that this project, agreed by previous OC and EMB, had been picked up by HWCW when Healthwatch England had identified it as a national issue.</p>	<p>LB/Team</p> <p>NG</p>

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	LT proposed a meeting in mid March to look at strategy and work plan with draft papers produced by LB.	LB
6	Reports	
6.1	<p>LB stated that HWCW has been approached by WC CCG about a commissioned piece of work focussing on homelessness.</p> <p>Quarterly report, written by Jonathan Taylor as covered the period up to the end of December before LB's interim appointment has been prepared for submission to CWaC Council. LB will be adding more detail to finance reports in future.</p>	
6.2	<p>Progress against work plan. LB reported that there were some outstanding items, but none that cannot be picked up.</p> <p>For future Board meetings a revised progress report will be produced with more detail, including RAG, and responsibility for T&F leadership. It was agreed that a Board member should Chair a T&F group and a named staff member is to be the 'link' person.</p>	
7	<p>Next Steps - how do we move forward?</p> <p>EM to circulate proposed business planning meeting dates for mid March. GL proposed that agreements/strategies from this meeting could be presented at the planned volunteer away day on 29 March.</p> <p>Bi monthly Board meetings will take place from April. EM to circulate dates for next financial year.</p> <p>KR queried whether any vacancies existed on the Board; although not at capacity of 15 new members are not currently being sought.</p> <p>Website to be updated to reflect changes to HWCW structure.</p>	<p>EM</p> <p>EM</p> <p>EM</p>
8	<p>Any Other Business</p> <p>None.</p>	
	A Part 2 meeting followed.	
<p>Next meeting date/time: tbc at 10am Venue: Sension House, Denton Drive, Northwich, CW9 7LU</p>		

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GLOSSARY	
CCIL	Cheshire Centre for Independent Living
CHAWREC	Cheshire Halton and Warrington Race Equality Centre
CIC	Community Interest Company
CVA	Chester Voluntary Action
CWaC	Cheshire West and Chester Council
EMB	Executive Management Board
HWCW	Healthwatch Cheshire West
OC	Operational Committee
WC CCG	West Cheshire Clinical Commissioning Group
VR CCG	Vale Royal Clinical Commissioning Group