

Healthwatch Bury Board Minutes

Date: 22nd March 2022

Time: 3pm -5pm

In attendance: Ruth Passman, Alan Norton, Steve Treadgold, Adam Webb, Annemari Poldkivi (minutes)

Apologies: Tan Ahmed

Item	Item description	Actions
1	Introduction Welcome, apologies and introduction to the meeting	N/A
2	Declaration of interests.	No declarations of interest received.
3	Minutes of previous meeting Previous Board meeting – 24th January 2022 Amendment to minutes: Board agreed for AdW to go ahead with the Bridge House lease – subject to the lease document being legally checked.	Minutes accepted as a true and accurate record.
4	Focus of the meeting: Quality Assurance Framework <ul style="list-style-type: none"> Vision Statement/Mission Statement Vision Statement: A Bury where we can all get the health and care we need. Mission Statement: To make sure people’s experiences help make health and care better. <p>Discussion around the HWE strategy on the page, adapt as appropriate for the Bury area. Amendment: Our approach – partnering with local government, health and social care services and the third sector to make care better whilst retaining our independence.</p> <ul style="list-style-type: none"> SWOT Analysis SWOT Analysis to be discussed at the next HR and Planning subgroup meeting. Creation of a strategic risk register Decision making policy needs review and sign-off 	<p>AGREED: Vision Statement and Mission Statement.</p> <p>AGREED: Adapt HWE Strategy on a page to fit Healthwatch Bury.</p> <p>ACTION: AP to set the next HR and Planning Subgroup meeting date.</p> <p>AGREED: Board agreed the decision-making policy</p>

<ul style="list-style-type: none"> • Conflict of interest register needs to be completed in detail with risk management • Skills & Diversity Audit and register An audit of the board to reveal where the Board has expertise, skills and knowledge that is relevant to HWB activities and where there are gaps. • Prioritisation framework to be agreed This is a process that the organisation can look at to evaluate if a piece of work should be carried out by Healthwatch Bury. It will enable us to prove anything we dedicate our resources to falls under our core remit. • Creation of a board progress reporting structure/process Discussion around the document that can show progress of the board activities. • A review process for policies to be implemented with agreed accountabilities Our organisational policies need to be reviewed with an agreed regularity with a schedule to ensure they are all completed. Discussion around establishing the staggered review cycle every two years <p>Business continuity and resilience plan requires developing Discussion around the plan to cover many eventualities to ensure that the organisation can continue to exist, to stay legal and to carry out its contractual and statutory duties in the face of potential issues.</p> <p>Circulate contractual requirements and reporting requirements of commissioner Our contract needs to be visible and understood by the board, including the reporting requirements. RP shared the email confirmation that the funding has been confirmed till the end of financial year 2022/23</p> <p>Established funding process to be shared and multi-year contracts sought. Where possible, the process for procuring the Healthwatch Bury contract should be made available to the Healthwatch Bury board.</p> <p>Board, Staff and Volunteer satisfaction and involvement survey</p>	<p>ACTION: AdW to send out the Conflict-of-Interest Policy and Register before the next Board meeting.</p> <p>ACTION: Review the Board meetings schedule and add the dates to the schedule for periodic skills audit review.</p> <p>ACTION: Look at the planning session notes from September and realign the priorities with the Work Plan.</p> <p>AGREED: Create a strategic intent</p> <p>ACTION: AdW and AP to agree the staggered policies review dates and responsible Board members.</p> <p>ACTION: Develop or finalise the risk register, and the conflict of interest register within the HR and Planning sg.</p> <p>ACTION: RP/AdW to liaise regarding confirmation for the funding and reporting requirements for following 2 years.</p> <p>ACTION: Annual Board, staff and volunteer satisfaction and involvement survey to be carried out in October and</p>
--	---

		<p>results to be presented to the Board in December.</p> <p>ACTION: Populated QA Framework to come back to the next Board meeting.</p>
5	<p>HR/Management update HR subgroup meeting minutes were shared for information.</p> <p>Discussion around looking at the zero hours' contracts/casual workers contracts.</p> <p>Discussion around the Finance update, this will be discussed at the April's Board meeting.</p>	<p>AGREED HR subgroup to be named HR and Planning subgroup</p> <p>ACTION: AdW to arrange the dates for the recruitment process/interviews for the Engagement Officer.</p> <p>ACTION: AP to liaise with ST to explore the options for zero hours' contract workers.</p> <p>ACTION: AdW to provide the Finance Report and Underspend Plan for the April's meeting.</p>
6	<p>Strategic representation Key strategic and operational meetings list was shared for information.</p>	<p>ACTION: Board members to send over any additional meetings they attend on behalf of HW Bury that are not listed in the document.</p>
7	<p>GM Healthwatch update Discussion around the Memorandum of Understanding for the Greater Manchester Healthwatch organisations.</p>	<p>ACTION: AdW to update the Board following the workshop on 29th March.</p>
8	<p>Any Other Business</p>	N/A
9	<p>Next meeting Date of next meeting: 26th April 3pm.</p>	N/A