

## Healthwatch Bury Board Minutes

**Date:** 26<sup>th</sup> April 2022

**Time:** 3pm -5pm

**In attendance:** Ruth Passman, Alan Norton, Tan Ahmed, Adam Webb, Annemari Poldkivi (minutes)

**Apologies:** Steve Treadgold

Item	Item description	Actions
1	<b>Introduction</b> Welcome, apologies and introduction to the meeting	N/A
2	<b>Declaration of interests.</b>	No declarations of interest received.
3	<b>Minutes of previous meeting</b>  <b>Previous Board meeting – 22<sup>nd</sup> March 2022</b> Discussion around the previous meeting minutes and any follow up actions.	<p>ACTION: AdW to send out the Conflict-of-Interest Policy and register by 27/04/22 and the Board members to return it by 04/05/22.</p> <p>ACTION: AdW to circulate the Skills Audit to Board members by 27/04/22.</p> <p>ACTION: AdW and AP to agree the staggered policies review dates and responsible Board members by 29/04/22 and Board members to agree by 06/05/22.</p> <p>ACTION: AdW to arrange a meeting with H. Tomlinson to discuss future funding agreements.</p> <p>ACTION: AdW/AP Produce a HWB</p>

		<p>Business Plan for the next 3 years – HR and Planning subgroup.</p> <p>Minutes agreed as a true and accurate record.</p>
<p><b>4</b></p>	<p><b>Focus of the meeting: Finance Report</b></p> <p>AdW presented the <b>Finance Report template for 2022/23</b> including monthly breakdown for the coming year plus reserves. It was proposed the reserves would be kept £50K to ensure all unforeseen costs would be covered. This proposal was agreed by the Board.</p> <p>AdW presented the budgeted vs actual finances for 2021/22 and talked through the <b>Underspend Plan</b>. He explained the p/t staff are currently employed using 1-year limited contracts.</p> <p>Discussion around the Buffer and how to best use that. Built in potential costs from moving the organisation from the CIC to charity status and any potential consultant fees that may be required for that.</p> <p>Discussion around Accessible Assistance drop-in sessions and how the model might be used for other marginalised cohorts in the future.</p>	<p><b>ACTION:</b> AdW to amend the budget to change Employee's expenses to Skills and Training.</p> <p><b>ACTION:</b> AdW to bring costings breakdown for p/t staff to the next HR and Planning subgroup.</p> <p><b>AGREED:</b> Board agreed to keep the reserves £50K in the HWB budget</p> <p><b>ACTION:</b> AdW to produce a proposal that outlines the required steps needed to transition from the CIC to charity status.</p> <p><b>ACTION:</b> Treasurer's role description to be agreed at the next HR and Planning subgroup meeting.</p> <p><b>ACTION:</b> AdW/AN to pay BJB expenses in the next 7 days.</p> <p><b>ACTION:</b> Back pay to AN Personal Assistant's expenses- 4h per week from HWB budget. Previous request for PA assistance cover was declined hence this is a back payment and needs to be paid in accordance with the</p>

		Equality Act 2010. Previously agreed by Board.
5	<p><b>Quality Assurance Framework</b> Discussion around the updated document. Leadership and Decision-making section relevant for the Board members and rest of the Framework for operational team to update.</p> <p>Discussion around the GDPR audit.</p>	<p>ACTION: QA Framework can periodically come back to the HR and Planning subgroup once updated.</p> <p>ACTION: AdW to set up a meeting for RP, AdW and Jon Turner in June to discuss the progress on QAF.</p>
6	<b>Prioritisation Framework</b>	AGREED: Prioritisation Framework agreed by the Board.
7	<p><b>HR/Management update</b></p> <ul style="list-style-type: none"> <li>- <b>Engagement Officer recruitment</b> The advert is due to go out in the coming weeks.</li> <li>- <b>Timetastic</b> Timetastic now in place and set up for all staff to effectively monitor leave.</li> <li>- <b>Prepaid expenses cards proposal</b> Discussion around day-to-day expenses and how to best manage it. AdW proposal to sign up for the prepaid expenses card.</li> </ul>	<p>ACTION: AdW to bring the Engagement Officer's recruitment schedule to the next HR and Planning subgroup.</p> <p>ACTION: Agreed prepaid expenses card for some staff and for AdW to have a credit card. AdW to put in writing the management and monitoring that will be done on these cards – next Board meeting</p>
8	<b>GM Healthwatch update</b>	AGREED: The Board agreed to accept the GM Memorandum of Understanding.
9	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>- <b>Staff training package</b> AdW proposal to sign the HWB up for the training provider that offers online courses (e.g. safeguarding, lone working etc.) and asked if Board members would also be interested.</li> </ul>	AGREED: Board agreed to sign the staff up for the training package.