

Healthwatch Bury Board Minutes

Date: 25th October 2021

Time: 10:00am

In attendance: Alan Norton, Tan Ahmed, Ruth Passman, Steve Treadgold, Adam Webb, Andrea Wilson (minutes)

| Item | Description | Actions |
|------|--|--|
| 1. | Welcome and introductions | N/A |
| 2. | Declaration of interests | N/A |
| 3. | <p>Minutes of previous meetings</p> <p>In accordance with the financial policy Treasurer responsibilities and time required substantial. Support from the Board as required for AN as interim Treasurer.</p> | <p>Action: Board to review Financial Policy & role of treasurer.</p> <p>Action: assume meetings CO and Treasurer every 6 weeks. Financial position standing agenda item.</p> <p>Action: Revisit potential disability project worker role.</p> |
| 4. | <p>Accounts review and sign-off: Board approved annual accounts for circulation and filing.</p> | <p>Action: meeting to be arranged within next 2 weeks for board members & accountant re. recommendations & proposed budget.</p> |
| 5. | <p>Office situation/relocation Board agreed office base important and want a physical location in Bury. Need for parking plus transport links and accessibility for disabled.</p> | <p>AW to put together a report - proposed schedule of accommodation</p> |
| 6. | <p>AGM plan Board agreed to hold virtual AGM 30th November.</p> | <p>Action: AW draft information to go out to members by end of week.</p> |

| | | |
|-----|--|---|
| 7. | 2021-23 Priorities and workplan | Board suggestions to AW. Outcomes and measures to be added. |
| 8. | Board recruitment RP and Shirley (Engagement Officer) working on board recruitment. | |
| 9. | Update on Healthwatch Bury activities Activity reports - Improved method of reporting what doing quarterly. Going to our commissioners. All staff now doing 2 case studies each a month. | Board to send any feedback to AW |
| 10. | Future meeting dates | |
| 11. | Any other business AN previous request for PA support at meetings rejected. Board asked to reconsider this position. | AGREED |

Next meeting: TBC

Following meeting dates: TBC