

Healthwatch Bury Board Minutes

Date: 27th September 2022

Time: 3pm -5pm

In attendance: Ruth Passman, Alan Norton, Tan Ahmed, Jeff Glasser, Alison Slater, Masoud Sanii, Caron Blake, Florence Sokol, Adam Webb, Annemari Poldkivi (minutes)

Apologies: None recorded

Item	Item description	Actions
1	<p>Introduction Welcome, apologies and introduction to the meeting</p>	N/A
2	<p>Declaration of interests. Reminder to all Board members to declare the interests in a timely manner.</p> <ul style="list-style-type: none"> • Tan Ahmed: Chief Executive of ADAB and Board member of Bury VCFA • Caron Blake: Nothing to declare. • Alison Slater: Nothing to declare. • Jeff Glasser: Nothing to declare. • Masoud Sanii: Nothing to declare. 	<p>ACTION: Email the confirmation and directors to sign and return their Doi forms.</p> <p>ACTION: Follow up with ST and FS – declarations of interest.</p> <p>ACTION: Set the deadline for directors to complete Skills Audit.</p>
3	<p>Minutes of previous meeting Discussion around the previous meeting minutes (28.06.22) and any follow up actions.</p>	<p>AGREED: Minutes agreed as a true and accurate record.</p> <p><i>Proposed: TA</i> <i>Seconded: AN</i></p>
4	<ul style="list-style-type: none"> • Enter and View Proposal <p>AdW presented the proposal outlining the suggested process and Enter and View Panel structure. Enter and View Panel would make strategic decisions of where to carry out visits. The panel would include of 5 people: 2 members of staff, 2 Board members and 1 volunteer (lay person).</p> <p>Proposal to Board members to see if there are any expressions of interest.</p>	<p>ACTION: Set up the Enter and View Panel.</p> <p>ACTION: Send Enter and View training dates to all Board members.</p> <p>ACTION: Identify data gaps and update the</p>

	<p>AS has put herself forward for the Enter and View Panel.</p> <p>All Board members will be offered the Enter and View training to ensure everyone understands the process.</p> <ul style="list-style-type: none"> • Data Mapping – Social care <p>AdW gave an overview of the data mapping document. The next step will be to map out the health care data.</p> <p>AN: Question about Financial Assessments, AN informed Board of an instance where the client was asked to list disability related expenditure.</p>	<p>data mapping document for social care.</p> <p>ACTION: Produce a health care data mapping document.</p> <p>ACTION: Email Board members the Activity Report to see if there is anything else they want including.</p> <p>ACTION: AdW and AN to discuss outside the meeting re: Financial Assessments.</p>
<p>5</p>	<p>Audit Project discussion</p> <p>AdW presented the overview of the Primary Care Audit Project. The project will have two main parts:</p> <ul style="list-style-type: none"> • Audit visits to GPs • Patient experience gathering 	<p>ACTION: AP to set up a meeting with Zoe Alderson, Head of Primary Care, for AdW and RP.</p> <p>ACTION: AdW/ Project team to circulate the schedule of visits to Board members to join the visits.</p> <p>ACTION: AdW to put the audit projects to the Locality Board agenda.</p>
<p>6</p>	<p>HW Bury CIC Conversion into a Charitable Incorporated Organisation</p> <p>AdW presented the proposal and outlined the reasons for conversion:</p> <ul style="list-style-type: none"> • Funding • Reducing costs • Removing liability for Council Rates • Improved public image <p>AS: What are the disadvantages? AdW:</p> <ul style="list-style-type: none"> • Accounts to Charity Commission • Drawing up the paperwork time consuming – conversion resolution • No real cost implication 	<p>ACTION: Move the Board meeting earlier in November (28/11 5pm or w/c 21/11)</p> <p>ACTION: AdW to prepare financial proposal including projected future funding by 28/10/22 to ensure the Board has time to go through the final proposal prior to the AGM.</p> <p>AGREED: Proposal to extend AN's term for</p>

	AN term extension proposal due to going through a transition into Charity and currently not having a replacement treasurer.	12 months with 6 months' review <i>Proposed: FS</i> <i>Seconded: MS</i>
7	<p>Quality Assurance Framework QAF update was given by AdW.</p> <p>360-degree survey will be sent to Board and staff in October.</p>	ACTION: Annual Board, staff and volunteer satisfaction survey to be carried out.
8	<p>Policies review HR and Planning subgroup member, AN, has gone through the policies.</p> <p>AdW will invite the HR and Planning subgroup to sign off the policies according to review schedule.</p>	
9	<p>Any other business a) AGM Healthwatch Bury AGM scheduled for Tuesday, 29th November 5pm</p> <p>Discussion around whether AGM should be virtual only or hybrid and being prepared for the potential rise in Covid cases.</p>	ACTION: AP to liaise with Board members to finalise the AGM proposal and start promoting.