

Healthwatch Bury Board Minutes

Date: 28th June 2022

Time: 3pm -5pm

In attendance: Ruth Passman, Alan Norton, Tan Ahmed, Steve Treadgold, Jeff Glasser, Alison Slater, Caron Blake, Adam Webb, Annemari Poldkivi (minutes)

Apologies: None recorded

Item	Item description	Actions
1	Introduction Welcome, apologies and introduction to the meeting.	N/A
2	Declaration of interests.	ACTION: ST, TA, and any other new Board members to declare their interests 4 days prior to the Board meeting in September.
3	Minutes of previous meeting Previous Board meeting – 22nd March 2022 Discussion around the previous meeting minutes and any follow up actions.	ACTION: Skills Audit to be completed by all existing and new Board members by September's meeting. ACTION: Staggered policies review completed by the end of July 2022 – update on a rolling programme via HR Planning subgroup. ACTION: Tapered Funding Strategy and Underspend Model to be completed by September 2022. ACTION: Transition from the CIC to charity status paper to be completed and presented at the September meeting.

		Minutes agreed as a true and accurate record.
4	<p>Annual Report COO presented the Draft Annual Report that will have to be submitted by 30th June 2022. Lots of positive feedback from Board members in response to this report.</p>	AGREED: Board agreed to sign off the Annual Report (Chair's Foreword to be added)
5	<p>Focus of the meeting: Board Recruitment HR and Planning subgroup met on Monday, 27th June and went through anonymised applications and as an outcome recommended 6 out of 7 candidates to be recruited to the Board. These would be candidates 2-7. Board members would like to encourage the candidate 1 some development opportunities and support to apply in the future when other Board members term comes to an end.</p> <p>New members to be recruited to the Board:</p> <ul style="list-style-type: none"> • Jeff Glasser • Florence Sokol • Mahmoud Sanii • Gita Bhutani • Caron Blake • Alison Slater <p><i>Declarations of interest:</i></p> <ul style="list-style-type: none"> • ST has previously worked with Alison Slater • AN has previously worked with Jeff Glasser • TA – no interests to declare in relation to new directors. • RP – has previously worked with Gita Bhutani and Mahmoud Sanii is RP partner. <p>All Board members were happy with the declared interests.</p> <p>Discussion around Board meetings and to offer hybrid meetings – virtual and face to face options for future Board meetings.</p>	<p>AGREED: It was agreed that the maximum number of Board members at any time would be 10 and minimum of 6.</p> <p>AGREED: It was agreed to recruit 6 new Board members.</p> <p>ACTION: RP to telephone the new Board members, seek out the references and write to the candidates outlining the next steps.</p> <p>ACTION: Set up the induction day for the new Board members.</p>
6	<p>Quality Assurance Framework Updated QAF was circulated to the Board. Meeting with Jon turner has been set up for 29th July and the QAF to be sent to JT by 22nd July.</p>	ACTION: AdW to send the update for which staff member responsible for which section and deadlines by 15 th July. The QAF needs to be sent to JT by 22 nd July.

7	<p>HR/Management Update</p> <ul style="list-style-type: none"> • Engagement Officer recruitment update Interviews carried out on 21st June, recruited two new engagement officers which means that HWB will soon have a staff team of 8 members. • Prepaid cards expenses update 	<p>ACTION: Prepaid cards expenses update will be circulated to the Board by 15th July.</p>
8	<p>GM Healthwatch update</p> <p>ICS Model/ICB Model from 1st July and looking at shared sets of priorities.</p> <p>Looking at a single point of access for the GM Healthwatch and post offering administrative support- funding has not yet been confirmed. HW Bury has offered to host this post and support this role by offering the office space for hot desking.</p> <p>Been involved with the shared data repository programme due to HWE moving away from the Civi CRM database next year.</p>	
9	<p>Any Other Business</p> <p>A confidential item regarding expenses was discussed. Due to an absence of specific policy documents pertaining to this matter, it was decided that clarification would be sought from HWE, further evidence would be obtained and a decision on the matter would be made by the current Board members by email prior to the September Board meeting.</p>	<p>ACTION: Seek clarification from HW England and obtain further evidence.</p>