

| | |
|----------------------------------|------------------|
| Author: Amanda Elliot/Liya Takie | Date: 29-07-2015 |
| Designation: For Approval | |

Healthwatch Hackney Board meeting minutes

Wednesday 29 July 2015, 5:30 - 7:00

Present: Paul Fleming (Chair); Malcolm Alexander (MA); Ann Sanders (AS); Becky Seale (BS); Michael Vidal (MV); Kully Kaul-Ballagan (KB); Anthonia Onigbode (AO)

In attendance: Jon Williams (JW); Amanda Elliot (AE) (minutes); Liya Takie (LT);

Members of the Public: Shirley Murgraff (SM); Kevin Lester (KL)

Apologies: No Apologies

| PART ONE: IN-HOUSE BUSINESS | | | |
|-------------------------------------|---|---|--|
| | Agenda item | | Actions |
| 1. | Welcome, apologies, conflicts of interest | Chair welcomed Jon Williams to his first board meeting as the new director Healthwatch Hackney | |
| 2. | Minutes of previous meeting matters arising | <p>Matters arising:</p> <p>Employer and other company liability insurance: contact Dianne to find out when this will be in place and if Employer Liability insurance is sufficient for HWH.</p> <p>Health and Wellbeing Board 2015-16 closed sessions will be development sessions</p> <p>Maternity Quality Summit: need to remind CQC & Homerton Hospital to invite HWH</p> <p>Enter and View: develop clear process for follow-up and publish on website</p> | <p>AO & JW to contact Dianne about insurance</p> <p>JW to write to HUH and CQC</p> <p>AE to develop process and share at next board meeting</p> |
| PART TWO: OUTCOMES AND ACHIEVEMENTS | | | |
| | Agenda item | | Actions |
| 3. | Annual report, internal evaluation, update on work done | Board welcomed the annual report and internal evaluation report | AE to send annual report to HWE & stake holders after making small change on E&V page |

| | | | |
|----|--|---|--|
| | | <p>Natalie Kokayi is the new overview and scrutiny officer at LBH responsible for HWH contract</p> <p>HWH should aim for a two year HWH funding agreement (in line with CCG plan to seek similar length funding from NHS England)</p> <p>ASC user and carer involvement group not meeting the moment</p> <p>CCG commissioning intentions event in November will be run by NHS Community Voice/HWH - this will be a key strategic event for HWH</p> <p>HWH to collect feedback on future priorities at commissioning intentions event</p> | <p>MA to send JW summary updates from HUH patient safety committee</p> <p>JW to update Outcomes column in Work Done report to include aspirational outcomes</p> |
| 4. | Signposting and Comments quarterly reporting | <p>Comment collection:</p> <p>May be helpful to compare with local equality data/ JSNA information</p> <p>HWH to feedback specific comments to practice where this may be helpful/appropriate</p> <p>HWH to look in to collecting comments in local care homes</p> <p>Signposting: HWH signposts many people to wellbeing/preventative services</p> | <p>AE to make small corrections to comments report</p> <p>AE to provide comparison figures in next quarterly report</p> <p>JW to highlight this impact/potential cost saving of HWH signposting work to public health</p> |
| 5. | Chair's report | <p>PF presented his report</p> <p>Board discussed current work with Adult Social Care helping them to improve PPI and consultation so it is in line with current CCG practice</p> | <p>MA to draft and circulate document on Friday outlining key principles of consultation/ engagement</p> |
| 6. | <p>Feedback from directors on other HWH activities</p> <p>Update from Michael Vida</p> | <p>Board discussed PPI approach with CHUSHE and GP Confederation</p> <p>MA provided update from the new Integrated Independence Team (formerly RICS board)</p> <p>The board discussed the forthcoming bed based review and the council's patient focus group</p> | <p>JW to seek clarification on whether focus groups are part of bed based review</p> |

| | | | |
|-------------------------------------|---|--|--|
| | | <p>looking at hospital discharge</p> <p>MV said HiH scrutiny will be looking at public health at its September meeting</p> <p>Follow-up Enter and View of Lamb ward took place this week. Staffing levels had increased, possibly as a result of HWH recommendations from E&V visit in March 2014.</p> | <p>AE to add Lamb ward E&V impact to annual report</p> |
| 7. | <p>Finance Sub-Committee Report including End of year Accounts, 2015/16 Budget</p> | <p>AO circulated HWH budget breakdown of income and expenditure for the first quarter of 2015/16.</p> | <p>AO to circulate breakdown of HCVS payment before next board meeting</p> <p>AO to provide information on budget and actual spend at next board meeting</p> |
| PART THREE: STRATEGIC ISSUES | | | |
| 8. | <p>Business Planning</p> | <p>Board reviewed business/corporate plan and draft risk register</p> <p>Strategy away day: Board to hold away day to develop three year strategic plan</p> <p>Risk register: need to add risk assessment for financial, premises, governance, HR, conflict of interest and meeting our statutory requirements</p> | <p>JW to update plan in line with Board comments</p> <p>Board/JW to arrange away day after November commissioning intentions/priority setting event</p> <p>JW to update risk register</p> <p>JW to produce annual milestone timetable for board</p> |
| 9. | <p>Representation Reps, sub-groups, long term role of Chair, requirements and priorities</p> | <p>Agenda item deferred to next meeting</p> | <p>JW to put item on agenda for 30 Sept board meeting</p> |
| 10. | <p>Any other Business</p> | <p><i>Board agreed that JW should attend bidders meeting for Children with Disabilities forum on 30 July</i></p> <p><i>Need to develop HWH complaints policy</i></p> | <p>AS and JW to develop a complaints policy</p> |