Healthwatch Hackney Board Meeting Minutes 30th September 2015

Present: Paul Fleming (chair), Antonia Onigbode, Ann Sanders, Kully Kaur-Ballagan, Michael Vidal, Jonathan Williams, Amanda Elliot, Ali Aksoy, Kanariya Yuseinova.

Apologies: Malcolm Alexander and Becky Seale

PART ONE: IN HOUSE BUSINESS			
	Agenda item		Actions
1	Welcome, Apologies, Conflict of interest	Malcolm Alexander and Becky Seale sent apologies	Future meetings include provision of fruit
2	Minutes from previous meeting matters arising	Matters Arising: follow up actions from last meeting: MA to send JGW summary updates from HUH patient safety committee JGW to highlight to Public Health high level of HWH signposting to their work Minutes of last meeting approved Noted all insurance is in place. JGW reported that he attended an NHSE led Risk Summit at C & H CCG on the CQC report into the Homerton Maternity Unit	 **MA** to action **JGW** to action
PART TWO: OUTCOMES AND ACHIEVEMENTS			
3	Update on Work Done and Development	Natalie Kokayi, LBH's contract officer looking after HWH contract planning monitoring visit in late October Next H&WB patient voice slot is on autism (4 November) Primary Care Strategy going to CCG board in November MA is stepping down as chair of Patient Discharge Group and Maria is leaving the role JGW reported he would with the team to strengthen recommendation follow-up Meeting noted on-going discussion with Community Pharmacist to hold meeting about changes in their Public Health contracts	All **staff** to note **PF** to raise involvement of autistic residents in Hackney Autism plan at HWB **JGW/AE** review Primary Care evidence and feed into Strategy formulation **KK** offered advise MP (and/or successor) on hospital discharge research

4	Chair's Report	PF presented his report	**JGW** arrange meeting with ASC commissioning about consultation/ participation (parity with CCG)
5	Feedback from Directors on other HWH activities	MV presented his report CCG is developing a strategy to address retirement of large number of Hackney GPs over the next five years JGW to follow up MV introduction to HUH Governor as part of a wider discussion with the hospital about HWH/HUH relations	 **JGW** to speak to Laura Sharpe CEO of GP Confederation **JGW** to action
6	Finance Sub-committee	AO presented the quarterly finance report including spend to date We are underspent on stationery and photocopying budget	**AO/JGW/LY** to meet and update budget lines based on learning from monthly monitoring
PART TREE: STRATEGIC ISSUES			
7	Business Planning	Corporate Plan: Check remit of 2.1 (g) Risk register: the Board noted updates	**JGW** to action Board away day to be arranged for Saturday 16 or 23 January 2016. **AO** to look into venue options and report back. **JGW** to action recommendations as required
8	Representation – Reps, sub-groups, long term role of Chair, Requirements and priorities	Board discussed the role of reps, the way they've been chosen and need to develop more. Ideally two reps needed for each group Process and Training is needed for ensuring reps are able to represent HWH position	**JGW** to scope and report back on reps engagement and areas for development
9	Any other business	a) Complaint's policy was approved b) Enter and View Agreed to increase E&V to eight by April 2015. In discussion the Board thanked AE for	**JGW**: Time frame to be added to complaints form and policy and form put on website **JGW** and **AE** to meet and discuss, and report back

		developing the process and asked for further thought be given to principles and criteria for triggering an E & V Visits. c) Key Dates Key dates calendar was circulated d) Wage increments Board agreed to align staff scales to NJC voluntary sector scales from April 2016. Member noted that pensions for staff would be implemented from April 2017. e) Date of next meeting: 25 November 2015	to next meeting **JGW**: Final CIC accounts meeting to be added to the calendar **AO** to note shift to NJC scales **JGW**: HWH Jan board meeting to be re-arranged so not too close to Board Away day