

Board Minutes – Approved

Minutes of the Board Meeting held on the 6th May 2020

Board members present

Dr LN Murthy, Mr C Cunnington-Shore, Ms Z. Jones, Mr J Welch, Mrs J Evans

Apologies.

Brian Jackson, Vice Chair
Mary Mitchell

In attendance.

David Logan, Project Lead
Georgina Cowey, Administration Officer

Welcome and introduction.

The Chair welcomed everyone to the first video conference Board meeting.

It was acknowledged by all members that given the extremely difficult situation brought about by Covid 19, that the Board and Team would probably be working 'virtually' for some time and that there was a need to ensure that a suitable secure platform was available for the Board and Team to use and work from.

It was also recognised that arrangements needs to be available for members of the public to have access remotely for the open part of the meeting.

Apologies for absence.

Apologies for absence were noted.

Notes of the previous meeting.

The notes of the previous meeting were accepted as an accurate record.

Matters arising.

The following points were noted.

- An action log had been delayed in part due to Covid 19. The Project Lead agreed to update for the next meeting.
- Governance document to be completed, circulated and uploaded as agreed.

Action DL to action

- DL advised that HWCD were working on a 'short-form' version of the Annual Report (to be published by the 30 June 2020) and that he was seeking advice and guidance from HWE. Comment from 'A Guide to Running Healthwatch' was noted. HWCD had always produced the report before final sign off by the Host organisation's Chief Executive. The Board sought to assure that this was a report wholly supporting the principle of an independent 'organisation'.

Action DL to seek assurance from HWE re wording, and to advice PCP and confirm plans in publishing the short form version. He also agreed to 'double check' ownership/rights of the report.

Work Programme 2019 – 2020 Progress.

DL advised upon the Signposting Report: -

- A recurring signposting issue causing concern is Dentistry.
- A second issue highlighted and identified as a potential concern is Care Home provision within the Covid 19 crisis. DL advised that a short paper would be prepared to highlight these issue.
- An enquiry regarding DNR form policies had been included in Workplace which had generated interest and has been recorded on CRM.

The Board acknowledged the hard work in completing the report and a general comment regarding the need in the final signposting report to check grammatical areas before publishing was noted.

Action DL/JC/GC to complete and report to next meeting.

The Board noted the progress being made against the work programme and commended the team for their hard work.

Action Plan linked to work programme.

The Chair had prepared a draft Action Plan linked to the Work Programme and Mobilisation Plan which had been circulated previously. The principle is to ensure that all the actions can be completed within an agreed timescale. The Mobilisation Plan has been prepared by the Host organisation for the Commissioner.

Action DL to complete advisory dates for sign off at the next Board Meeting.

Recruitment for Board members had already been discussed previously and it was agreed that existing members would complete the Skills Matrix and send to the Chair who would then anonymise them on a spreadsheet and recirculate prior to submission for advice and guidance by regional representative of HWE. All agreed it was the Boards responsibility as per the Governance arrangements.

Action Board members to complete by 13 May 2020. DL to contact Julie Turner for advice and guidance regarding any skills gap for new members to satisfy.

Staff Matters and Accommodation.

The Board received a paper and briefing from the Project Lead regarding the present situation. It was noted that the team were working from home with one member of staff furloughed. Board members express surprise that furloughed arrangements were in place.

DL complemented the team approach and thanked them for work in difficult circumstance, The Board expressed their gratitude to the staff.

DL updated the Board on the proposed arrangement for office accommodation post Covid-19. The Board expressed the view that it would support more flexible working in future and recognised the need for improved and increased technology usage whilst recognising the need for 'suitable' accommodation.

The Board discussed the need for investment in IT and a suitable platform that would enable the Board and the staff to work 'smarter'. It was clear that a business case should be prepared and considered around IT.

Action: DL and CCS to prepare a business case. All Board Members to see what or whether any additional requirement. It was also noted that there may be a potential requirement for additional equipment if a recruitment initiative was pursued.

Commissioning Matters (including financial/quality reporting and procedure for extraordinary expenditure).

The Board noted the appointment of Dr O'Brien as the Accountable Officer for County Durham, South Tyneside and Sunderland CCG. It was agreed that he be invited to a future meeting.

The Board noted the CCG's Commissioning Plan and Engagement Plan and disappointment was expressed regarding the lack of clarity around engagement with the public other than the 'usual' meetings.

The Board expressed a view that it would be interested to have further information relative to the CCG/Local Authority engagement models. It was suggested that Commissioners might attend a future meeting.

Action: CCS to contact HWE re models of engagement.

LM indicated that HWE have a range of engagement models on their web site. It was agreed that the current HWCD protocol would be reviewed.

Action: CCS/DL to review

The Board were broadly supportive of the protocols developed by the Commissioner for any underspending monies within the contract award that directly funds Healthwatch County Durham.

Any other business.

Recruitment to the board

It was agreed that Board members would complete the skills matrix. CCS agreed to summarise the responses and circulate anonymised information prior to the Board taking forward the next step. It was recognised that the present Covid – 19 situation may impact upon a recruitment timetable.

Action all Board members to respond by CCS to summarise and re circulate the information.

Items received for information.

The Board received the following papers for information or discussion

- County Durham Place Based Commissioning Plan
- DDES and North Durham CCG's Engagement Strategy
- NHS FT Draft Quality Accounts
- Refresh of the work programme AWHOSC 2020-2021
- A guide to running Healthwatch

There were no issues raised other than the Engagement Strategy discussed earlier.

Date and Time of next meeting.

It was agreed that the Board would hold another video conference with the team on the 3 June 2020 at 13.30.

**Healthwatch County Durham
May 2020**