

Name of meeting: **Healthwatch Hampshire Board Meeting**
 Date: 1st May 2015
 Venue: Westgate Chambers Winchester, 10:00 - 12:00
 Present: COLIN BROWN (CB), MARK DEAL (MD), CLAIRE FOREMAN (CF), IAN GLENDAY (IG), KATE HEBDEN (KH), CHRISTINE HOLLOWAY (CH),
 In attendance: SUE ALFORD (SA), MARTYN JEWELL (MJ), JULIA NOYCE (JN), CHRISTINE PATTISON (CP), STEVE TAYLOR (ST)

Item	Actions
1. Welcome and apologies	
2. Presentation to the Board - The advocacy team and their work. SA and JN presented information about the advocacy service to the board which was well received. As a result of the presentation board members asked partners to review their safeguarding procedures in light of new legislative changes and report back to the board. The gateway team that answer the Healthwatch calls were invited to present to the board at the next meeting.	CP/SA/ST MJ
3. Declarations of Interest <ul style="list-style-type: none"> • CB declared his involvement in the running of wheelchair services with the Red Cross. • KH declared her involvement with the Tadley GP patient participation group. 	
4. Minutes of the previous meeting for approval The minutes of the previous meeting were approved by the Board and signed by the chair.	
5. Strategy	
a) Strategic Business Plan 2015/2016 Subject to the following changes the board business plan was approved by the board. <ul style="list-style-type: none"> • The wording on page 5 should reflect that Action Hampshire is a subcontractor of Help and Care. 	MJ

<p>b) Work Plan for 2015/2016</p> <p>The work programme was discussed and agreed by the board. This document will be updated and amended as projects progress and new issues are identified. The board will be kept up to date with progress.</p> <p>CH asked that those items which are not completed within timescales be included in the reports to the Board</p>	<p>ST</p>
<p>6. Finance</p>	
<p>a) To receive the accounts for the 4th quarter 2014-2015</p> <p>MJ presented the accounts on behalf of the Finance Committee. Two small additional items of income were not reflected in these figures. MJ is working with Terry Hayden to adjust the accounts system to allow for such income.</p> <p>Noting MJ's comments above, the accounts of 2014/15 were approved by the board to be sent to the auditor.</p> <p>MJ said that Westlake Clarke, last year's Auditors, had offered to continue as Auditors at the same cost as last year. The Board agreed to again appoint Westlake Clarke as Auditors for 2015/2016 (2014/2015 accounts). The Board also asked MJ to approach Westlake Clarke to ask if they would be willing to be Auditor for 2016/2017 at the same cost or same cost plus an increase equal to September 2015 CPI figure.</p>	<p>MJ</p>
<p>b) To approve the Budget for 2015/2016</p> <p>Subject to the following amendments the budget of the CIC was approved:</p> <ul style="list-style-type: none"> • That tender costs be added to the business development line and removed as a separate line. • 'Contribution for savings' be changed to 'savings for 16/17'. <p>Partner budgets will be dealt with in contract review meetings and exemptions brought to the board.</p>	<p>MJ</p>
<p>c) Update on 2016/2017 contract negotiations</p> <p>After discussion the board agreed to offer Hampshire County Council a saving of around 12% for the extended 16/17 contract year.</p> <p>The board also agreed to let CH and MJ handle these negotiates on the board's behalf.</p> <p>The board also agreed that CH should continue discussions with partners to identify appropriate savings. It was noted that savings might vary across partners or activities.</p>	<p>CH/MJ</p>
<p>7. Performance Management</p>	
<p>a) To receive the 4th quarter report for HCC of activities</p> <p>The board approved the Q4 report and thanked the operational teams for their efforts. This report will now be presented to commissioners.</p>	
<p>b) To receive verbal feedback by exception on contractual issues with partners</p> <p>No exceptions were reported.</p>	

8. Board Development	
<p>a) To receive an update on the development of a system to measure Board development and effectiveness</p> <p>MJ informed the board that this work is still ongoing and he would give a full update at a future meeting. Board members were encouraged to get involved with this work.</p>	MJ
<p>c) To approve the Healthwatch Hampshire decision-making process</p> <p>Subject to the following changes the decision making process was agreed by the board.</p> <ul style="list-style-type: none"> The text on page 5 should be changed to accommodate the need for the operational team to have issues approved by the board outside of meetings and not have to wait for a formal board meeting. A flow chart should also be created to reflect the decision making process to use on the website and with stakeholders. 	MJ ST
9. Communications and Projects	
<p>a) Dental project</p> <p>ST updated the board on the project and made them aware that the report will be completed in the next couple of weeks.</p>	
<p>b) Community Cash Fund project 2016</p> <p>The board approved the community cash fund for 2015/16 subject to the changes that ST outlined.</p> <ul style="list-style-type: none"> No winning organisation from 2014/15 will be funded in 2015/2016. There will be an event at the end of 2015/2016, to present the projects to commissioners and other stakeholders. Much more time will be given to complete projects. KH agreed to take part in the judging panel again this year. 	
<p>c) News from external liaison</p> <p>ST offered a quick update with proposed new critical centre in Basingstoke and our efforts to stay involved in that work.</p>	
<p>10. Matters arising from the minutes of the previous meeting not already covered (including Risk Register attached)</p> <p>Recruitment of the vacant director to the board will take place on the 12th June.</p>	
<p>11. AOB</p> <ul style="list-style-type: none"> ST informed the board that Bursledon surgery has now put up our agreed signage about the use of the lift and changed their procedures as a result of our involvement. Board members were invited to the Healthwatch Annual conference on the 	

30th June and 1st July in Manchester. More information available from ST.

- Board members were also reminded of the WESSEX local voices launch event on the 13th May in Southampton. More information available from ST.
- ST informed the board of the approach by North East Hampshire CCG to involve Healthwatch Hampshire in their vanguard project. The board agreed that ST should follow this up and see if the Vanguard could fund Healthwatch Hampshire's involvement.