

<p>reporting requirements that the Board have of partners in future.</p> <p>The Board agreed that the finance committee should consider next year's budget when it meets in February. If the Committee is satisfied that the budget is acceptable and in line with current work plans, they will agree the budget on behalf of the Board and email it to Board members asking them to respond within in a limited period if they have any concerns. If any Board member replies with concerns, or if the Finance Committee is not satisfied that the budget is acceptable, an extra Board meeting will be called as soon as possible. Otherwise, the budget will be ratified at the next Board meeting.</p>	
<p>b) To receive an update on formation of the Finance committee of the Board,</p> <p>The Terms of reference of the new finance sub-committee were approved by the Board subject to two changes:</p> <ul style="list-style-type: none"> • When only three members are present one must be an NED from the Board • To clarify the number of signatories required to authorise BACS payments. 	IG
<p>c) To approve the update on financial controls</p> <p>Subject to the following changes the new financial controls were adopted by the Board.</p> <ul style="list-style-type: none"> • Paragraph 6 - Any two of these 3 nominated Directors can authorise payments using a cheque and any one can act as authoriser of BACS payments cleared by Help and Care. • Paragraph 8 - Contract Signatory The HWH Business Manager can act as authorised signatory for contracts already approved by the Board. <p>IG was given authority to approve the Board business manager spending small amounts on administration/sundry items when needed.</p>	IG
<p>d) To approve nomination of signatories</p> <p>IG, CH and MD were approved as the signatories for the spending of funds. All other signatories are no longer approved. MJ will inform the bank and organise completion of bank forms.</p>	MJ
<p>e) To agree the delegation of authority to sign contracts on behalf of the Board by the Board Business Manager</p> <p>Board agreed that when contracts require a signature after their approval by the Board business manager will be authorised to sign on the Board's behalf. The Board noted that in some cases, the contract requires the signatory to be a Board member. IG will ensure that the financial controls document includes this decision.</p>	IG
<p>6. Projects</p>	

<p>a) To discuss Healthwatch Hampshire’s involvement, in the consultation, to build a critical illness hospital in Hampshire</p> <p>CH led a discussion about the potential involvement of HW in this issue. It was agreed that the role of HWH is to ensure that members of the public are properly informed and consulted, and not to argue for a specific outcome. ST will draft a letter to the chief exec of HHFT offering our support in the engagement process and making sure that all stakeholders are consulted, and we will take the opportunity to include some of our current concerns, including the fact that people have no understanding of what is happening, what decision have been made and which remain to be made, and when.</p> <p>We will issue a press release explaining that we have done this in order to raise the profile of HW and to encourage more people to share their views.</p>	<p>ST</p>
<p>b) To receive verbal update on progress of additional contracts (Wessex Voices and care.data)</p> <p>ST gave an update. There are some risks to the care.data program because of the delays caused by NHS England. The materials and final detail of the project are still not known making it very difficult to engage with groups. Board agreed that ST should ensure that this does not damage our reputation with local groups, and should make sure that NHS England know of our concerns. He will keep the Board updated.</p> <p>The regional voices project with the other Healthwatches was progressing well, expect for some small challenges around getting people from across the region to attend meetings.</p>	<p>ST</p>
<p>c) Any issues to raise (exception reporting)</p> <p>KH reported that SA will be involved in a HWE supported webinar on advocacy. The advocacy team have been invited to present their work at the next Board meeting.</p>	<p>MJ</p>
<p>7. Performance Management</p>	
<p>a) To receive the report for HCC review meeting 30/01/2015 of activities since last Board meeting</p> <p>The Board discussed the report and approved it for submission to HCC. The newsletter to stakeholders will be designed with this information. The operational teams were thanked for their efforts.</p>	
<p>b) To receive notes on contract reviews undertaken by the Board Business Manager</p> <p>MJ informed the Board of his work with each partner on the contract reviews that he has now completed. MJ advised the Board that these reviews will form a baseline for the future. These meetings will be used to identify exceptions and issues that might be emerging that the Board will need to know about. He will also keep the Board informed on progress on the actions noted from this contract review.</p>	
<p>c) To receive the Stakeholder Survey results</p> <p>ST presented the results of the stakeholder survey to the Board. The results showed a good level of satisfaction with our work and praise many of our efforts. The</p>	

<p>learning from the results will be taken into an action plan and shared via our newsletter. The staff will also put these results on our website.</p> <p>CH has discussed with ST any individual responses which raised questions about specifics e.g. response times to emails, and was satisfied that these were not on-going problems.</p> <p>The Board thanked the operational team for their efforts and asked for a letter to go to all staff congratulating them on the results.</p>	ST
<p>8. Board Development</p>	
<p>a) To receive an update on the development of a system to measure Board development and effectiveness</p> <p>The Board approved in principle the approach set out in the paper prepared by Sally Willson.</p> <p>The Board agreed to use an external person to send out and collect the forms so that respondents would feel free to be honest. MJ would explore whether this could be done by Help and Care’s HR team; if not, a consultant could be used for about one day’s work.</p> <p>CH would arrange to meet each Board member individually.</p> <p>The Board discussed the appropriate arrangements for reviewing the appointment of the chair, because CH was appointed for one year only. Board was agreed that directors will be asked for their views and based on the outcome the members of the CIC Board would officially recommend whether to appoint the Chair for a further period or make a change.</p>	MJ
<p>b) To receive for discussion a checklist of Local Healthwatch legislative requirements</p> <p>The Board noted that they were complaint in respect of all items except two. MJ and CH will discuss the idea of public Board meetings, and MJ will publish the decision making procedure on the website.</p>	CH/MJ
<p>9. Communications</p>	
<p>a) News from external stakeholders</p> <p>CH updated members on some meetings which she went to:</p> <ul style="list-style-type: none"> • with other Healthwatches and Anna Bradley (Healthwatch England Chair) to discuss local challenges - no outcome. • with the Hampshire director of public health to look at our role on the HWB. • an LGA meeting in London on how Healthwatch can be effective on Health and Wellbeing Boards. <p>She said that she felt that it was impossible for HWH to affect the way the HWB is run and that our best route to influence is through the panels that report to the HWB. She will liaise with ST and suggest how we might take this forward.</p> <p>CP reported that Age Concern reported that calls to them over the Christmas period</p>	

substantially increased. Madeline will investigate this.	
<p>10. Matters arising from the minutes of the previous meeting not already covered (including Risk Register attached)</p> <p>ST updated the Board as to the plans for Healthwatch week. Board members to make themselves available to help at events this week.</p> <p>The Board still needs to have a discussion about enter and view. This was delegated to MD, CF and ST, if easier via a phone conference</p> <p>The date for filming the Care Act interview with HCC is 3rd February and MD and CH will support that.</p>	MD, CF, ST
<p>11. AOB</p> <ul style="list-style-type: none"> • ST informed the Board that the transgender video has been well received. • MJ will represent the Board at the next HWE committee meeting in Brighton. • ST will present some ideas for the annual report to MJ before the next Board meeting to facilitate a decision about the Board’s preference for producing that report. • Help and Care have been pressing the suppliers of the CRM about to shift data to the UK as promised. This as a result of the letter that CH sent to Help and Care. MJ would regularly update the Board on progress. 	