

healthwatch Cumbria

Draft Minutes Board of Directors

Date: 13.11.2018

Time: 14:00-16:00

Place: Penrith Rugby Club

Tel: 01228 550696

Board Members:

Helen Horne (HH) - Chair
Gilda Wells (GW) - (Vice Chair)
Geoff Lamb (GL) - (Board Member)
Charlotte Studholme (CS) Board Member
Ted Cole (TC) Board Member
Gill Sadler (GS) Board Member

Supporting Officers:

Sue Stevenson (SS) Chief Operating Officer
Elaine Ralph (ER) (Minutes)

1. Apologies for absence

David Blacklock, Chief Executive

2. Declarations of interest

There were no declarations of interest.

3. Minutes of last meeting

These were agreed.

4. Matters Arising

Email Communications

1.It was requested that electronic copies of completed reports are sent to the Board, ER

will request if any members require a printed copy sent to them.

2. It was also suggested Board members could be alerted with a particular invitation and/or request to attend an event when it is high profile or strategic.

The Chair highlighted issues relating to recruitment of GP's in the west of the county. This has had an affect on services available for people in this area and HWC should be aware and prepared to engage with people.

Action: When ER sends electronic copies of finished reports she will also ask Board members if they additionally require printed copies sent to them.

Action: ER to send email prompts to Board members if they are required to attend an important HWC event.

5. Action Log

The Board discussed the Action Log.

Action: ER to update the action log with any current actions.

6. Chair and Board reports - Verbal updates

There was a verbal update from some of the Board on recent activities - GS is supporting SS with HW Collaborative meetings and Morecambe Bay CCG meetings. The Chair attended the HWE Conference as a member of the Healthwatch England Committee. Our Young Board member CS also attended the Healthwatch England Conference where she met Sir Robert Frances, Chair of Healthwatch England. Other members of HWC who attended were SS, Oliver Pearson, Senior Engagement Officer and John Redgate, Engagement Officer.

The Chair has been regularly attending Health Scrutiny, Health and Wellbeing meetings and Healthwatch North West Network meetings with SS.

The Chair also mentioned that she and GS had attended Lancaster University's Health Innovation Campus Conference which has a focus on areas 'population health including areas such as Garden Cities and Air Pollution.

GS informed the Board that a PFIA finance committee meeting had not taken place recently in order for her to feedback HWC finance.

Action: SS to find out the date of the next finance committee meeting for GS. (6th December 2018)

7. Project Update - Geoff Lamb

GL explained that the organisation was now using software called *Smartsheets* as a project management tool. GL will be providing a quarterly update on projects to the Board.

The Board discussed potential future projects. One suggestion was to look at GP provision within the County. It was agreed that the ongoing "Temperature Check"

survey would help inform potential future projects.

8. Young People Mental Health Project - Charlotte Studholme

CS presented the Young People and Mental Health Project to the Board. The presentation included what type of questions were asked, areas targeted, numbers of participants and what the results were.

The Board discussed where the findings should go. SS said that they would be fed back into the reconfiguration of mental health services in the county. The Board suggested that Public Health should be aware of the findings as some of the concerns and issues relate to areas of Public Health work such as population health.

Action: SS to contact Colin Cox, Director of Public Health for Cumbria to discuss the findings.

9. Research - Ted Cole

Ted presented the paper he prepared on national trends in Healthwatch and exemplars of two Healthwatch in the north (Northumberland and Durham).

Action: TC to highlight some exemplar websites using feedback and engagement for next Board meeting in public.

Action: ER to send the latest HWE Quarterly Intelligence briefing to all Board members and include the briefing with next research paper.

10. Operations Report - Sue Stevenson

The Board liked the new format and discussed some of the challenges for HWC at the moment.

11. Strategic Objectives and Engagement Plan

It was agreed to develop the Strategy in the next HWC Board Development Session on 17th December 2018.

The Board acknowledged the Engagement Plan and agreed that it was not necessary to bring to further Board meetings in public. The Chair asked that if any members needed additional information on anything within the plan then get in touch with a member of the HWC team.

12. Terms of Reference and Re-appointment

The Board agreed the amendment of Number 5 - Membership of the Board from “The Board will consist of 8-14 members” to “The Board will consist of up to 14 members.” The re-appointment of GS and GW until 2022 and 2021 respectively was agreed. It was proposed to re-appoint the Chair for a further four years from the next re-appointment date which would be from 2019 to 2023. This was seconded and agreed.

Action: ER to make amendments and update Terms of Reference as agreed.

Future Meeting Dates

Dates for 2019 have still to be agreed.

It was agreed to hold 3 meetings in public in 2019, with 4 development sessions plus one additional development session which will focus on strategic planning. It was agreed to hold public meetings in alternate areas of Carlisle, Workington and Barrow. It was suggested that at least two of the development sessions should be held in Penrith if possible.

Action: ER to distribute revised dates once agreed.

Action: ER to book in Penrith if possible.

DRAFT