

## Minutes Board Meeting

Date: 22 March 2018 Venue: Chalvey Community Centre

Present: Colin Pill Board Chair  
 Dolly Baskharan Non-Executive Director  
 Mike Connolly Lay Representative (Slough CCG)  
 Emma Leatherbarrow Executive Director (Help & Care)  
 Halima Yusuf Non-Executive Director

In attendance: Nicola Strudley Healthwatch Slough Locality Manager  
 Heather Wyper Minute Taker

Guest: Mispah Latif Healthwatch Slough volunteer

		Action by
1.	<u>Apologies &amp; board member updates</u> - none	
2.	<u>Minutes of the last meeting held on 11 January 2018</u> a) <u>Accuracy</u> - approved as a true record with one correction: remove MC from attendance list.	HW
	b) <u>Matters arising</u> i) <u>Risk register</u> (item 7) - Draft prepared. EL to circulate. ii) <u>Carers Memorandum of Understanding</u> - HWS comments received. iii) <u>Prince Charles Eye Unit (14a)</u> - NS flagged issue for investigation.	
3.	<u>Board recruitment</u> - Several people had expressed interest in the advertised vacancies (including one via CP who would pass details to NS). CP & NS would meet them informally and then set up interviews. EL encouraged them to include third party interviewer, e.g. a Board member from another LHW. NS to action.	CP/NS
4.	<u>360° Review</u> - had been finalised and approved. NS to send it out to stakeholders. Results to be brought next meeting.	NS All
5.	<u>People's Assembly</u>	
	a) <u>2nd Assembly (25 Jan 2018)</u> - Positive feedback from attendees, needed more time for discussion and narrower theme.	
	b) <u>3rd Assembly</u> - Health & Care Fair, 30 April, 6-8pm, Arbour Park Stadium. NS shared plans including tasters e.g. health checks, reiki, speakers (including HY) on the topic of volunteering, and dementia champion workshops. CP suggested covering benefits issues e.g. Slough Advice Centre and/or a potential speaker used by SBC (CP to pass details to NS).	
	c) <u>Future assemblies in 2018/19?</u> - Comms team members had indicated that CCG was considering recommissioning HWS to carry out this work for another year. Would meet with NS in May to review 2017/18 events and outcomes before confirming.	
6.	<u>Annual Report 2017/18</u> - NS to bring draft to next Board meeting. Plan to	NS

	use HWE template.	
7.	<u>Carers</u>	
	a) <u>Report</u> - Draft almost finalised - NS to add official SPACE & BHFT comments. She had met with CCG and SBC.	
	b) <u>Launch</u> - Carer's tea part on Weds 11 April at Chalvey Community Centre, 2.30-12.30. Board members invited. Summary version to be distributed.	All to note
	c) <u>Carers card</u> - Another relaunch had taken place recently. Card now includes 'I am responsible for...' on the back in case of emergency.	
	d) <u>Carers Week</u> - HWS & Living in Harmony were jointly planning a pampering session for carers at Wexham Park Hospital.	
8.	<u>Volunteer development</u> Mispah shared her experiences as a HWS volunteer. She was keen to do more (e.g. talk to people on a 1-1 basis) and to make the most of the training (e.g. safeguarding) she had received from other organisations such as Diabetes UK. NS to follow up.  NS to bring draft volunteer development plan, with training matrix, to next meeting. EL to feed in existing material available on roles.	NS  NS EL
9.	<u>Finance</u> Q3 management accounts had been circulated.  Some VAT due to be refunded by HRMC (Pokesdown was carrying out task of reclaiming on HWS's behalf). SBC had paid VAT due.  Annual accounts ready and auditors letter drafted - EL to send to CP for signature.  H&C currently forecast to be overspent by £2000 but likely to be resolved by end of year e.g. some relates to People's Assembly expenditure for which £5k income was received from CCG. Next year H&C to set a deficit budget to put the onus on bringing in income.  EL to liaise with SBC about insurance: level currently required by SBC very high, disproportionate to HWS's size/scope of activity/budget.	EL & CP      EL
10.	<u>Feedback from external forums</u>	
	a) <u>CCG</u> - The group discussed the planned merger of the three E Berks CCGs on 1 April. Chair would be William Tong (from Bracknell CCG). Board agreed that HWS has important role to play in ensuring that the needs of Slough receive appropriate attention and funding.	
	b) <u>Town centre surgery closures</u> - being challenged by one of the GPs involved. CCG had asked for HWS for input but NS had referred them to the user views expressed at the stakeholder meeting.	
	c) <u>Safeguarding Boards</u> - next Childrens Safeguarding Board agenda included CAMHS discussion. NS agreed to pass CAMHS intelligence received to EL to feed in. EL reported that new Business Manager (covering both Children and Adult Safeguarding Boards) was keen to work with HWS but that EL was not able to attend ASB. Possible role for HY or other new incoming Directors.	NS  NS/EL
	d) <u>Slough Wellbeing Board</u> - Sir Andrew Morris (outgoing CEO of	

	Wexham Park Hospital) was due to talk about the Frimley STP <sup>1</sup> . HWS Transport Report being deferred to next SWB meeting.	
11.	<u>Any other business</u>	
	a) AIR team - CP discussed his very positive experience of this mobile NHS team supporting people with respiratory conditions. NS noted details for possible inclusion in future e-bulletin.	
	b) Outgoing chair of Farnham Road PRG (recently stepped down) - NS to obtain Christine's contact details from CP with a view to discussing ways she might become involved with HWS.	CP/NS
	c) Living in Harmony (diabetes support group run by DB) - Board welcomed the news that LiH had recently won a silver award. DB asked colleagues to spread the word that LiH was one of Slough Tesco's featured charity this month eligible to receive up to £1,000 depending on customer support.	
	d) HW England 'Good Governance' tool (circulated with agenda) - noted.	
13.	<u>Dates of future meetings</u> 19 April 2018 (informal) 23 May (FORMAL) 21 June (informal) 26 July 2018 (FORMAL) 20 Sep 2018 (FORMAL) 18 Oct 2018 (informal) 22 Nov 2018 (FORMAL)	

Agreed & signed: .....Chairman

Date: .....

<sup>1</sup> System (or Sustainable) Transformation Plan - five-year NHS spending plan (developed in liaison with local authorities) for a geographical area known as a 'footprint'.