

Minutes of the Meeting of the Healthwatch Tameside Board

09 October 2019

Venue: Action Together, Ashton-under-Lyne

Present:	Members:	Actions
	<p>Members: Babs Allen (BA), Glenis Lee (GL), Tracey McErlain-Burns (TM), Jyoti Rao (JR), Royce Goodier (RG), Slawomir Pawlik (SP), Camilla Guereca (CG) (Action Together Board Representative).</p> <p>In attendance: Peter Denton (PD), Healthwatch Manager, Liz Windsor Welsh (LWW) (Action Together Chief Executive). Carolyn Shaw (CS), note taker.</p>	
1.	<p>Introductions</p> <p>PD welcomed everyone to the Board meeting.</p> <p>PD informed the Board that John Vare has resigned his post as Board member.</p> <p>Each member of the board introduced themselves.</p> <p>TM stood in for Chair.</p> <p>(PD suggested to the board that a process might be considered whereby a Deputy Chair is elected.)</p>	
2.	<p>Apologies for absence:</p> <p>Kailash Chand (KC) (Chair), Anna Wardle (AW)</p>	
3.	<p>Registration & Declarations of interest:</p> <p>No board members had any interests to declare relating to the meeting's agenda.</p>	
4.	<p>Minutes of the previous meeting:</p> <p>The minutes were agreed as a true and accurate record.</p> <p>Brief matters arising:</p> <p>It was agreed that there will 2 further HW Board meetings in the current financial year, likely to be December 2019 and February 2020 (dates to be confirmed).</p> <p>Outstanding pen portraits to be with CS by 18/10/19.</p>	

	<p>GL commended Karen Whitworth and Julie Beech on their role(s) and thanked them for their hard work.</p> <p>It was confirmed that Rob Conyers attended the HW team meeting on 24/07/19.</p> <p>Chair thanked LWW for attending the Board meeting as had been suggested.</p>	
5.	<p>Relationship between action Together and Healthwatch.</p> <p>LWW spoke about the Action Together strategy, values, ethos and clarified the relationship between Action Together and Healthwatch.</p> <ul style="list-style-type: none"> - Re the purpose and function of Action Together's relationship with Healthwatch - refer to the Terms of Reference handout for clarity: 'Note for Healthwatch Tameside Board' <p>PD to prepare a visual representation of the overall governance between Action Together and Healthwatch (family tree).</p> <p>PD to prepare a FAQ forum for Board members.</p>	<p>PD</p> <p>PD</p>
6.	<p>Draft Risk Register</p> <p>PD explained the purpose of Risk management document, it is an ongoing 'work in progress document' where risks are reviewed regularly. He brought an early draft for comment, with the intention that a completed version will be signed off later in the financial year.</p> <p>Discussions took place around the classification section, PD to provide further commentary on this once the all risks have been identified.</p> <p>Chair asked about risk appetite, it was identified that further discussions are required between Action Together and HW.</p> <p>Chair asked that the following Risk areas be added to the Risk Register:</p> <ul style="list-style-type: none"> - Funding (if this is not already on the Action Together risk register) - Recruitment of HW Volunteers <p>PD asked Board members to email recommendations regarding potential risks.</p>	<p>PD</p> <p>PD</p> <p>Board members</p>
7.	<p>Performance report</p> <p>The comparative monitoring data and trends was explained by PD. Healthwatch currently do not have specific targets, however, PD agreed that he will complete a report to show peoples experiences and feedback.</p>	<p>PD</p>

	<p>Board members asked if the data could be available at every Board meeting, PD agreed this when fresh data is available (sometimes there are two board meetings within one reporting period). It was agreed that the data is to be presented in the same format with more narrative against the charts, however, the format of data presented could be subject to change at the board members request.</p> <p>CG asked about complaints resolution - PD to speak to Julie Beech for further information (to be presented at next Board meeting).</p>	<p>PD</p> <p>PD</p>
8.	<p>Operational Plan.</p> <p>An update of actions against the operational plan was communicated to members. PD drew Board members attention to 2 reports that require sign off. Board members agreed that they are happy to delegate authority and PD/LWW/KC to sign. The final versions of the two reports will be emailed to board members.</p> <ul style="list-style-type: none"> • Other actions were on track for delivery within agreed timescales. 	<p>PD/LWW/ KC</p>
9.	<p>Any other business</p> <p>SP informed board members of the CRISTAL Care Home Awards to take place on 17/10/19. PD to forward further information.</p>	<p>PD</p>