

Minutes of the Meeting of the Healthwatch Tameside Board (Part A)

17 February 2020

Venue: AGE UK Katherine Street Ashton under Lyne

Present:	Members:	Actions
	<p>Members: Tracey McErlain-Burns (TM), Babs Allen (BA), Glenis Lee (GL), Jyoti Rao (JR), Royce Goodier (RG), Anna Wardle (AW), Slawomir Pawluk (SP).</p> <p>In attendance: Peter Denton (PD) Healthwatch Manager, Carolyn Shaw (CS), note taker.</p>	
1.	<p>Welcome & Introduction</p> <p>PD welcomed everyone to the meeting. The Chair had sent his apologies - he had a hospital appointment that could not be re-arranged for another time. TM stood in for Chair.</p>	
2.	<p>Apologies for absence:</p> <p>Kailash Chand (KC), Liz Windsor Welsh (LWW) (Action Together Chief Executive), Camilla Guereca (CG) (Action Together representative).</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> <ul style="list-style-type: none"> The minutes were agreed as a true and accurate record. <p>Matters arising:</p> <ul style="list-style-type: none"> Primary Care Event - update at the March Board meeting. Joint development session - draft paper to be presented by PD at March Board meeting. Current vacancy within the Healthwatch team is 12-15 hours pw. Discussions took place regarding funding, sponsorship, budget. Volunteer recruitment - Discussions took place of how we attract volunteers for HW. PD to work with the team to consider new ways of recruiting volunteers. 	<p>PD</p> <p>PD</p> <p>PD</p> <p>PD</p>

5.	Board nominations <ul style="list-style-type: none"> • Update on nominations One nomination received. • Agreement of appointment process <ul style="list-style-type: none"> - Interview date to be confirmed, preference for w/c 24 February 2020. - The interview panel will consist of PD, CG and 1 board member (TBC). - The interview process - An informal meeting with the candidate. 2 x references will be sought for successful candidate(s). 	PD, CG, Board member.
6.	Chair selection - 2020 <ul style="list-style-type: none"> • The board agreed that there should be a role of a deputy chair. • A proposal for TM to act as deputy chair was seconded, therefore, TM was elected to the role as deputy chair. TM is happy to take on this role. • Process for appointing a Chair It was agreed that a decision to elect a new Chair be deferred until the current Chair confirms whether he wishes to extend his role. The Chair sends his apologies to the meeting as he is currently undergoing surgery. Best wishes are sent to the Chair for a speedy recovery. 	TM
7.	Operational plan update PD updated the Board with a summary of 2019/2020 operational plan. (Discussions took place earlier in the day during the joint development team/board meeting.) The summary showed the status of the work completed, live work and work pending by the HW team.	PD HWT
8.	Healthwatch England Quality Framework PD is currently working through the document. <ul style="list-style-type: none"> • Potential outcomes: will benefit the HWT team allowing them to review the self-assessment tool for future operational planning as a frame of reference. • Allow feedback to HWE from PD and to Chair regarding its content. 	PD
9.	AOB <ul style="list-style-type: none"> • GL updated the Board regarding the contaminated blood enquiry. PD to gather any public information to be included to the next HWT ebuletin where applicable. • SP updated the board on the changing roles for some staff in Adult Care Homes - the introduction of 	PD

	<p>training to support a blended role for care home staff could mean a District Nurse is not required to visit patients e.g. change a dressing on a wound or administer an insulin injection.</p> <ul style="list-style-type: none"> • JR asked who won the Crystal Care Award? SP to inform the Board at the next meeting. • It was agreed that an extra item called 'Local Information Sharing' will be added to the Board meeting agenda to allow Board members to share information on local health, and social care topics. Equality & Diversity training session is Monday, 16 March 2020, 1.00pm - 4.00pm at our office, Action Together, 95-97 Penny Meadow, Ashton under Lyne, OL6 6EP. • The next two Board Meetings dates are: Thursday, 26 March 2020, 1.00pm - 3.00pm, at our office, Action Together, 95-97 Penny Meadow, Ashton under Lyne, OL6 6EP. Wednesday, 22 April 2020, 6.00pm - 8.00pm, at our office, Action Together, 95-97 Penny Meadow, Ashton under Lyne, OL6 6EP. 	<p>SP</p> <p>PD</p>
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