

Minutes of the Meeting of the Healthwatch Tameside Board

29 May 2019

Venue: Action Together, Ashton-under-Lyne

Present:	Members:	Actions
1.	<p>Welcome:</p> <p>KC welcomed everyone as Chair for the meeting. He explained his role as Chair.</p> <p>PD introduced himself and explained that he had been manager of Healthwatch since 2013.</p> <p>Each member of the board introduced themselves and stated their experience and knowledge.</p>	
2.	<p>Apologies for absence: No apologies were received.</p>	
Induction	<p>PD commenced the HW Board Induction process and explained that the induction will be spread over the first three Board Meetings.</p> <p>PD explained the purpose of the HW Board, the HW team, their role and responsibilities.</p> <p>Information was presented by PD as a Power Point presentation and is available in paper format as a handout for reference.</p> <p>Members made two requests:</p> <ul style="list-style-type: none"> • A list of the glossary of abbreviations was requested. • Slide of relationship tensions be circulated 	<p>PD PD</p>
3.	<p>Declarations of interest:</p> <p>The policy and procedures for managing external interests were discussed. Completed registration of interest forms were received from all Board Members present.</p> <p>No board members had any interests to declare relating to the meetings agenda.</p>	

4.	<p>Minutes of the previous meeting:</p> <p>Received for information as none of the current Board members were present at that meeting. PD reported that he had confirmed with the Chair of the meeting that they are accurate.</p>	
5.	<p>Brief Reports: refer to paper</p> <p>a. Chair's report - KC spoke about the NHS long term plan and its impact and reform of the NHS. A Board Member asked if HWT can monitor the Walk In Centre. PD explained that we don't carry out formal monitoring, however, HWT will pick up any issues identified.</p> <p>b. PD reported that he would be meeting with the CCG and the NHS Integrated Care Trust in a session with the Care Quality Commission to discuss how they assess quality of care across a range of services in an area.</p>	
6.	<p>Performance report The performance report is presented on a quarterly basis. The Q4 report was received and noted.</p> <p>PD explained in brief that the contents of the HWT annual report (which will be coming to the next meeting for approval) are derived largely from the performance reports.</p>	PD
7.	<p>Team Staffing and recruitment. PD confirmed that HWT has a full compliment of staff. New to the team are Ayesha Khatun - NHS Complaints Officer and Carolyn Shaw - Admin and Project Support Officer.</p> <p>PD explained that Karen Whitworth has split her role to cover NHS Complaints and Engagement activities.</p>	
8.	<p>Board Membership:</p> <p>PD confirmed there were 8 nominations for the HWT Board and 7 were appointed, congratulations were extended to the new Board Members.</p> <p>Camilla Guereca is the Action Together Board representative and we are still awaiting confirmation of the Tameside Council nominated representative.</p> <p>PD extended thanks to previous long standing Board members and thanked them for their service to Community work. Proposal 1 Formal thanks to be communicated</p> <p>PD explained future Board recruitment and explained how the Proposals 2, 3, & 4 will work (see paper circulated with agenda).</p> <p>Further discussions took place around Delegated Authority and Chair's term of office.</p>	PD

	<p>Proposal 5 The current Chair’s term of office is to be extended to 31 March 2020.</p> <p>Delegated authority will be covered in more detail at a future meeting as part of the Board induction.</p>	PD
9.	<p>Operational Plan:</p> <p>The HWT operational plan was discussed and approved.</p> <p>The agreed priority work areas are:</p> <ul style="list-style-type: none"> • Ashton Medical Group merger • Care homes/Homecare • GM improving specialist care programme • Mental Health impact review • Volunteer recruitment • Website review <p>The Board noted that some capacity has been reserved to enable us to respond to trends and topics that emerge through the year.</p> <p>The Board will receive quarterly updates of progress against the plan.</p>	PD
10.	<p>Any other business</p> <p>The Chair thanked the Board Members for attending their first Board Meeting and asked for feedback.</p> <p>“informative” “well prepared” “you should be proud of HWT and what they do” “motivated” “I’ve got a lot to learn”.</p>	
11.	<p>Arrangements for future meetings</p> <p>Thursday 13 June 10.30am - 12.30pm, at our office, Action Together, 95-97 Penny Meadow, Ashton under Lyne, OL6 6EP.</p> <p>Thursday 18 July 2.00pm - 4.00pm, at our office, Action Together, 95-97 Penny Meadow, Ashton under Lyne, OL6 6EP.</p>	