

## Healthwatch Tameside Board Meeting Minutes [part A]

Meeting date: Monday 16<sup>th</sup> January 2023

Meeting time: 1100hrs

Meeting Location: MS Teams [online meeting]

### Members present

Name	Position
Tracey McErlain-Burns [TMB]	Board Member [Chair]
Glenis Lee [GL]	Board Member
Camilla Guereca [CG]	Board Member
Maria Bailey [MB]	Board Member
Royce Goodier [RG]	Board Member
Fleur Piacentini [FP]	Board Member

### Attendees present

Name	Position
Anna Hynes [AH]	Director, Tameside Locality
Alex Leach [AL]	Manager
Imogen Shortall [IS]	Project Support Officer [minute taking]

Item	Title and minute
1	<p><b>Welcome and Introductions:</b></p> <p>TMB welcomed everyone to the meeting and extended a very warm welcome to AL as the new Healthwatch Tameside Manager.</p>
2	<p><b>Apologies for absence:</b></p> <p>Apologies received from Liz Windsor-Welsh, Julie Wood, Slawomir Pawlik, Jessica Johnson and Jyoti Rao.</p>

3	<p><b>Registration of interests and declarations of interest to any agenda item:</b></p> <p>Declarations:</p> <p>TMB noted that she is the current Chair of HW in GM network and Vice-Chair of the Yorkshire and Humber Regional Board of the RCN.</p> <p>TMB outlined a contact from Jyoti Rao in relation to attendance at a webinar. It was agreed that there was no conflict of interest.</p> <p>It was noted the FP requires to submit a annual Declarations of Interest (DOI) form. IS agreed to follow this up with FP.</p> <p>It was agreed that IS would also review all board DOI to ensure that annual reviews have been undertaken.</p>
4	<p><b>Information – Minutes of the meeting held on 21st November 2022</b></p> <p>Minutes agreed as an accurate record of the meeting.</p> <p>The actions of the previous meeting were reviewed. It was agreed that current actions require reviews and not yet complete;</p> <ul style="list-style-type: none"> <li>- Invoice 10GM for £1000 due for GM work – AH</li> <li>- AH to discuss potential budget with Finance Director [relating to Cost of Living project]</li> </ul> <p>It was agreed an action log would be added to future Board paper packs.</p>
5	<p><b>Information - Update on the Cost of Living Working Group</b></p> <p>AH and AL gave an update on the progression of this group. It was noted that the group has recently met and included Action Together staff. Research Officer is in the process of developing the draft survey. Meeting scheduled to discuss wider engagement with stakeholders/services/the local community.</p> <p>It was noted TMB content with progression of this workstream.</p>

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**Discussion - Update on the Quality Framework**

TMB noted the priority gaps noted by HWE were in relation to the Decision making policy, Business plan and strategic plan.

TMB has developed a draft decision making policy for comment and approval. This was circulated with the papers.

CG informed very comprehensive policy and like the format around how decision are agreed. AL noted that this was strong document. AL highlighted a section to clarify and strengthen media release and reporting (reputational impact etc.) would be beneficial. AH agreed with AL comments.

TMB asked if members could approve the policy with delegated authority to Alex/Anna/TMB to develop a additional section around media and reporting. AL informed once complete this document would be a public documents and be published on our HWT website.

AL then provided an update on the business plan and strategic plan. AL informed priority to develop a business plan for 2023/24 and shared that development session to be a fundamental part of the planning process. It was noted that the draft business plan to submitted at the board meeting scheduled in March 2023.

AL provided an update on strategic planning. It was noted that a 5 year plan in line with AT strategy would be beneficial and underpin long term objectives. AL noted this work will begin in March 2023 and will require external consultation. It was noted this area would need adding to our business plan

AH noted that Action Together are developing locality operational plans which may be helpful in this process.

TMB informed this was a helpful update in the direction of HWT strategic planning and business planning.

On a separate issue TMB then informed HW Oldham had request a copy of HWT QAF. To note on record this was shared with HW Oldham.

7	<p><b>Discussion - Risk Register</b></p> <p>TMB lead a discussion in relation to the risk register.</p> <p>1.1 Funding – TMB recommended risk of 12, to be increased of 16 due to the fact contract ending</p> <p>1.2 Delivery model review - AL and AH to review</p> <p>2.3 Manager post now filled – reduction in risk score suggested.</p> <p>2.4 Governance - to be review in relation to members terms of office - IS to review this area and inform AL which members are scheduled for review of office.</p> <p>3.2 Reputation – TMB suggested that impact score to reduce and overall score to reduce. Conversation held around independence. CG shared that making closer relationships with contract manager will be a mitigating factor and therefore content to reduce score. FP noted that people see HW as linked to local authority but informed unknown of reason. MB shared an opposite view and hasn't found that people associate us with the local authority. It was agreed to lower the probability score to 2. It was agreed AL to monitor if there is any perception in relation to independence.</p> <p>4.1 Staff and volunteers - Manager post now filled – reduction in risk score.</p> <p>6.2 IT – Discussion in reference to review how HWT can become paper life in line with risk.</p> <p>8.2 Operational - It was noted that a review outreach, data collection and impact process would be beneficial</p> <p>TMB noted that is there opportunity to review risk appetite. AH informed Action Together take a number of informed risk which is important to develop/make change.</p>
8	<p><b>Information – Healthwatch in Greater Manchester Network update</b></p> <p>TMB provided an update in relation to the network. It was noted that there was no meeting held in December 2022. The next meeting is scheduled on 27<sup>th</sup> January 2023. TMB and Anne Schenk represented HW in GM at GM ICB. The partnership agreement which was unanimously supported. There is currently a budget setting in process which will support the deliverables of the agreement.</p>

9	<p><b>Discussion – Arrangements for 2023 Board meetings, including discussion on Board development</b></p> <p>It was agreed to maintain six meeting per year which are in person.</p> <p>There was a conversation in relation to public attendance at our meetings. There where shared views in relation to how this is effectively conducted and managed.</p> <p>It was agreed AL to submit a paper to the March 2023 meeting to explore this area further.</p>
10	<p><b>Any other business</b></p> <p>No other business</p>

The next meeting will be held on Wednesday 29<sup>th</sup> March 2023 at 1100hrs at 4C Community Centre