

Healthwatch Tameside Board Meeting Minutes – Part A

Meeting date: Friday 4th August 2023

Meeting time: 1400hrs

Meeting Location: 4C Community Centre, Ashton

Members present:

Name	Position
Tracey McErlain-Burns [TMB]	Chair
Glenis Lee [GL]	Member
Royce Goodier [RG]	Member

Attendees present:

Name	Position
Alex Leach [AL]	Manager

1. Welcome and introductions

TMB welcome colleagues and a public attendee to the meeting.

2. Apologies

Apologies were noted for the following:

Anna Hynes, Liz Windsor-Welsh, Fleur Piacentini, Jyoti Rao, Slawomir Pawlik, Jessica Johnson and Imogen Shortall

3. Registration of declarations

TMB noted a declaration in relation to her role as the Chair of the Royal College of Nursing for Yorkshire and Humber.

4. Questions from the members of the public

No members of the public submitted questions in advance.

5. To approve the minutes of the meeting from the previous meeting

The minutes were approved as an accurate reflection of the meeting.

6. To review the action log

A [Action] 1: AL has not received an update from AA in relation to the invoicing for GM activities. AL to email AA in relation to this action. No change in status.

A2: AL informed tender information has not been made available on CHEST therefore no activities have been taken due to funding figure being unknown at the time. No change in status.

A3: AA sent apologies therefore no update. No change in status.

A4: TMB contacted all board members and discussed with member that have been available for meetings potential areas for QAF. Action completed and closed.

A5: AL informed members that this issue has been raised with AT management although no update has been provided. Action completed and closed.

A6: IS in the process of collection board member declaration of interest. Status updated to delayed but no risk. IS to send a reminder to remaining board members who are required submit declarations of interest.

A7: Completed.

A8: Completed.

A9: Completed.

A10: Completed.

A11: AL has requested annual report to be presented to the Adults Safeguarding Board and the Health and Wellbeing Board. Completed.

A12: Completed.

A13: Completed.

A14: Completed.

A15: Completed. Copy attached as appendix 1 to minutes.

7. Activity report including highlights on key issues and trends.

AL presented the activity report. AL noted the engagement and events which have been attended in the period. AL noted an increase in requests from partner agencies in reference to Healthwatch attendance at meetings to share insight relating to patient experience. Board members thanked the Healthwatch staff for their work and breadth of involvement in the locality and communities.

8. Business plan performance update

AL provided a verbal update in relation to the business plan. AL noted that the mental health report has been completed and approval has been accepted to share with commissioners and providers. AL informed that engagement activities have begun on the topic area of Children and Adolescent Mental health with discussion being held with members of the public. The board was informed that the annual report has been published in line with the statutory guidance. AL shared that the compliance and back office work has now been completed in relation to the podcast series.

AL then discussed following a request from the team the opportunity to broaden the GP audit project to extend to access encompassing a patient wide survey. Board members approved this request and AL will update the business plan to note this update.

AL informed there are no areas of concern relation to the business plan and is on track.

9. Quality Assurance Framework Update

AL provided an update on our current completed activities in relation to our action plan. TMB noted that it was 12 months since our initial review with Healthwatch England. It was proposed to arrange a meeting with the Healthwatch England North West lead to provide an update on our actions and performance relating to the QAF. AL to arrange the meeting.

10. Risk Register

TMB provided the board with an update on the risk register and risk grading visual document. It was noted that 1.1, 1.2, 4.1 and 4.5 remain significant risk and mitigation actions reviewed. It was noted that these risk in turn relate to the contract for Healthwatch Tameside ceasing 31 March 2023. The board agreed with the current mitigations in place but agreed to continue to review these areas at future meetings.

Risk appetite statement - Item deferred.

11. Year to date [YTD] Financial Report

AL provided an update on the financial report to date noting the total income received for the financial quarter up to 30 June 2023 is £40,100 which is the contracted sum for the main service of £34,100 plus the amount of £6,000 received for additional commissioned work. Total expenditure was £39,372 for the same period.

12. Healthwatch in Greater Manchester update

TMB provided an update to confirm that the interview and selection process has taken place for the HW in GM Chair and Chief Coordinating Officer. TMB informed once announced by Healthwatch Bury information will be shared with board members.

AL informed that Healthwatch Tameside have been involved in the volunteering task and finish group which was set up to establish an option appraisal around how local Healthwatch can share resources specific regarding volunteers.

13. Forward Plan

AL informed the forward plan for the next 3 month period is available for members to review.

14. Healthwatch Tameside Annual Report 2022/23

AL informed the annual report is now available for reading on our website.

15. Healthwatch in Greater Manchester Annual Report 2022/23

AL informed the annual report is now available for reading on our website.

16. Any other business.

No further business discussed.

ENDS

Appendix 1 – Risk Matrix Grid [produced by TMB]

