

## Minutes of the Board Meeting

**Date / Time:** 5<sup>th</sup> July 2017 19:00-21:00

**Venue:** Town Hall, Market Hill, Huntingdon, PE29 3PJ

**Present:** Val Moore - Chair  
Directors: Sue Westwood-Bate, Graham Jagger, Gordon Smith, Margaret Robinson, Nik Patten, Susan Mahmoud, Nicky Hampshire, Victor Lucas (Guarantor),

Trisha Napier, Minute Taker

**Staff in attendance:** Sandie Smith, CEO Cambridgeshire, Angela Burrows COO Peterborough  
Heather Davison, Angela Grief, Kate Hales, Heather Lord, Julie McNeill, Janine Newby-Robson, Angie Ridley

### 2 Introductions and Apologies

2.1 The Chair opened the meeting and welcomed all present.

2.2 Apologies were recorded from Directors Frances Dewhurst, Mike Hewins and Jonathan Wells.

### 3 Declarations of Interest

3.1 

- None were declared relating to the agenda

### 4 Minutes of previous meeting

4.1 Approved as a true record.

### 5 Action Log

5.1 

- Feedback Centre: to be progressed as part of the ongoing merger work and so deferred to a future meeting.
- Tongue Tie Service: Sue Westward-Bate reported that despite the work of Healthwatch on the lack of 'tongue tie' service, things now appeared to have stalled. The Better Birth Plan has taken priority over the tongue tie review. Angela Burrows stated that there are similar issues arising in Peterborough.

**Action:**

Angela Burrows to share Peterborough information on feedback about tongue tie and work with Sandie Smith to request progress from the Clinical Commissioning Group.

**6 Chair's Report**

- 6.1 Val Moore reported that the merger of Healthwatch Cambridgeshire and Peterborough has occupied most her time in recent months.

Items 5 and 6 in the report were referred to. The Chair is aware of several proposals emerging to cut NHS services. She told the meeting that there was a phase of change coming to the health service which may go beyond making efficiencies in how things are run and delivered, to reduce access to cost effective interventions.

Margaret Robinson said in the past a programme of work goes forward but is then cut by the NHS, without account of what work has been carried out. Healthwatch Cambridgeshire and Peterborough need to be able to comment that this is happening.

Graham Jagger said that the local health system has been set a capped budget for its combined services but it isn't yet clear what that is.

VM thanked the Board for their comments and welcomed further information colleagues might come across, and that a meeting with the Clinical Commissioning Group would be sought.

**Action:**

SS to seek clarification on the local impact of the capped expenditure Process.

- 6.2 The Board noted the Chair's report.

**7 Governance Document**

- 7.1 The Governance Document was presented for approval.

- 7.2 The Board approved the Governance Document.

**8 Chief Executive Officer Report (Cambridgeshire)**

- 8.1 Sandie Smith presented the report for the period April to June with data one week short of a quarter.

- 8.2 A report of an Enter and View visit regarding food and nutrition in a care home is about to be published. Two more visits are planned in the coming months.

- 8.3 The report shows that the number of collected experiences are comparable to quarter one.
- 8.4 There have been more engagement events in this quarter.
- 8.5 Communications have been hugely active seeing an increase in the Your Voice circulation list and on social media.

## 9. Chief Executive Officer Report (Peterborough)

- 9.1 The report covers the period April - May.
- 9.2 The Prisoner Engagement project has been recognised by the prison services Sodexo.
- 9.3 The Accessible Information Standard report, Part 1, covers Peterborough. Part 2 covering Cambridgeshire will follow on.
- 9.4 Preparation underway for four Enter and View visits, scheduled to take place during the next quarter.

### 9.5 Questions from the Board:

Val Moore stated that the Accessible Information reports should be published in tandem, with a shared piece on actions agree/taken by health and care providers.

Susan Mahmoud queried why the Pipa Boards purchased by the Friends of the Hospital were not fully utilised.

#### **Action:**

Angela burrows to enquire about the use of Pipa Boards at Peterborough City Hospital.

- 9.6 The Board noted both Cambridgeshire and Peterborough reports.

## 10. Finance Report

- 10.1 Funds outstanding from Peterborough City Council, the Joint Commissioning Unit and the Clinical Commissioning Group total £88,750.
- 10.2 There were three overspends during the first quarter:
- Salary overspends were not recurring costs, and the variance from budget will decrease over the coming months
  - The cost of integrating IT for Healthwatch Cambridgeshire and Peterborough was unknown when the budget was set
  - Peterborough accommodation costs April to June were unknown and are not a recurring cost

10.3 The Board noted the Finance Report.

## 11 Public Questions

There were no submitted questions.

The Chair closed the meeting at 8.45pm thanking everyone for attending.

### **Date/venue of next Meeting:**

13<sup>th</sup> September 2017, 7pm, The Fleet, Fleet Way, High Street, Fletton,  
PETERBOROUGH, PE2 8DL