

## Minutes of the Board Meeting

**Date / Time:** 19 March 2014, 19:00-21:00

**Venue:** March Town Hall, Skoulding Suite, Market Place,  
March, PE15 9JF

**Present:** Chair Ruth Rogers, Non-Executive Director David Neal,  
CEO Sandie Smith

**In attendance:** Angela Grief, Healthwatch Cambridgeshire (HWC) (minutes)

### 1 Introduction and Apologies

Apologies were received from NEDs Mike Andrews and Mike Hewins.

### 2 Declarations of Interest

David Neal declared his interest as a medical student currently placed at Hinchingbrooke Hospital.

### 3 Minutes of Previous Meeting 16 January 2014

Agreed as a true copy.

### 4 Matters Arising

The arrangement of training for Non-Executive Directors of Community Interest Companies has been postponed to include possible new appointments.

Events are being planned in June to celebrate the first anniversary of HWC.

### 5 CEO Report

Following considerable public concerns regarding the NHS England 'care.data' project, HWC escalated to HW England who responded nationally and, together with other representative organisations, succeeded in getting the Department of Health to reconsider how it goes about this, and if indeed it is the best way to proceed.

A number of volunteer applications have been received as a result of the first recruitment drive in City and South Cambs. Two volunteers are now in place and will have their induction during March. One of these volunteers is a young person who will support our Young Person's Ambassador.

The CEO has agreed to Chair the Safeguarding Adults Board Service User Sub-Group. As a result, HWC are well placed to influence and drive forward people's participation in adult safeguarding work.

HWC supported HW England's strategy consultation with the gypsy and traveller

community in Cambridgeshire and Norfolk and as a result has now established good links with One Voice 4 Travellers.

HWC are supporting the County Council and CCG consultation on the Better Care Fund proposals and acting as lead engagement partner.

The Consultation Network continues to grow and currently has 55 members.

During February we have started to focus communications on the NHS 111 non-emergency number, the Ambulance service and Discharge from Addenbrookes.

A 'Poll' widget has been added to the website which continues to receive very positive feedback and increasing traffic.

The Schools Programme is being piloted. A report will be produced and shared. Two young Ambassadors from the Strategic Clinical Network recently shadowed HWC Children & Young People's Ambassador Ana-Rita Nunes for a day.

The Information & Signposting Service was launched 3rd February 2014. Publicity materials have been produced and are being distributed to GPs, pharmacies and libraries. First month statistics have been produced and reported to the County Council.

The Board concluded that the report summarises a solid set of achievements, continuing growth in all areas and communication with a wide range of people and organisations.

**Action:** CEO to include a summary in the next report of the challenges and what has worked well and not so well.

## **6 Work Programme**

The report was presented by Sandie Smith who highlighted the projects and how the work is being undertaken, partnerships and whether or not the work needs to be taken forward to the next work programme.

The work programme for 2014/15 will be presented at the Board meeting 15 May 2014.

## **7 Budget**

Sandie explained the budget was drafted on the anticipated out turn position for 2013/14. All expenditure is on track as previously reported.

The County Council has indicated there will be no reductions for the budget 2014/15.

The salary costs include 2% uplift for staff. The Board provisionally agreed the uplift pending approval of the NEDs not present at the meeting.

A summary of the year-end accounts will be presented to the May Board meeting with the audited accounts being ready for consideration at the AGM in July.

**Action:** Chair Ruth Rogers to obtain approval for the salary uplift and overall budget with NEDs not present at the meeting.

## **8 Policies for Approval**

- **Performance Management and Personal Development Policy and Appraisal Process**

**Decision:** Agreed subject to adding a reflective learning section.

- **Recruitment**

**Decision:** Agreed.

- **Time Off in Lieu**

**Decision:** Agreed.

- **Alcohol and Drugs**

**Decision:** Agreed.

- **Environmental Statement**

**Decision:** Agreed. A short review will be included in the Annual Report.

## **8 Public Questions**

There were no questions.

## **9. Date of next Meeting:**

Thursday 15<sup>th</sup> May 2014, 19:00-21:00 at The Maple Centre, 6 Oak Drive, Huntingdon, PE29 7HN.