

## Minutes of the Board Meeting

**Date / Time:** 15<sup>th</sup> July 2020, 2.00pm

**Venue:** Virtual meeting via Zoom

**Present:** Chair: Val Moore. Directors: Susan Mahmood, Sue Westwood Bate, Jonathan Wells, Saqib Rehman, Paul Jobling, Nadia Emmony, Graham Jagger, Nick Patten, Margaret Robinson and Frances Dewhurst. Guarantor: Victor Lucas and CEO: Sandie Smith

Minute taker: Carole Russell

### Introduction and apologies

1. The Chair welcomed everyone to our second Board Meeting held in public via zoom.
2. Apologies received from Guarantor: Clive Morton

### Declarations of interest

3. There were none declared relating to the agenda.

### Minutes of the previous meeting

4. The minutes of meeting on 13<sup>th</sup> May 2020 were approved.

### Action log

5. All actions were completed except two which remain on hold while we clarify the local authority position on consultations paused due to the Covid-19 pandemic.

### Chair's report

6. VM introduced her report which sets out the public activities carried out by the Chair since the last Board meeting.
7. VL queried if the NHS trust boards not being open to the public was a national agreement or just locally, as this would have a lack of accountability. VM advised that they were excused initially due to the pandemic. In the last two weeks the CCG has given an account regarding the pandemic to a public scrutiny committee and trust board transparency should be resumed very soon.
8. VL commented that he has found the videos and updates by Dr Liz Robin to be very informative. SWB agreed and added that she would like to see the profile of these raised more locally by public communications. VM commented that the local outbreak engagement board on 10<sup>th</sup> July had been streamed on u-tube where LR has a prominent role.

**Action:** SS to ask hospital CEOs when they will commence meetings in public.

**Action:** SS to write a letter of congratulations from the Board to Dr Liz Robin.

The Board noted the Chair's report

**Chief Executive's report**

9. SS introduced her report which gives details of the Healthwatch Cambridgeshire and Peterborough annual report and our survey to gather people's experiences of health and social care during Coronavirus.
10. FD queried the obligations of the Care Act easements. SS explained this and advised that there are no plans to apply for easements in our area at this time.
11. SR commented that he likes the change of format to the CEO report and that the graphs and tables are clear to understand.
12. JW sought clarity about the numbers of experiences and signposting. SS invited JMcN (member of staff present) to explain this, and the Board have been reassured by this recording mechanism. The Board agreed that the Director Briefing would be most helpful in alternate months to Board meetings.
13. PJ requested more detail regarding the 'Fairer Charging' policy change. SS briefly summarized the changes and explained that the Partnership Boards are collecting feedback on the impact of this.
14. VL requested that the army of volunteers who have mobilized to assist throughout this pandemic are mentioned and thanked as they have been most effective and have also been instrumental in getting our messages out. SS advised that there is a section in the Healthwatch annual report, and she will be raising this at the AGM.
15. NE commented that she had been in discussions at a Practice Participation Group meeting regarding flu jabs and she wondered how we get involved. SS advised that we have asked questions regarding this at the Quality Surveillance Group and that this was an integral part of winter planning.

**Action:** SS to send PJ details regarding the Fairer Charging policy change.

The Board noted the Chief Executive's report.

**General Purposes Group report (including Finance)**

16. NP presented the report, confirming the financial position at the end of May.
17. There is an underspend in some areas due to the change of working practices during the pandemic, i.e. travel and room bookings.
18. The draft auditor's report has been returned and they are no issues to report, the draft accounts will be presented to the AGM for Board approval.
19. SWB asked is there is a possibility that the local councils could recoup any underspend and should this be on the risk register. SS advised that we do have mitigations in place, and she believes that this would depend on the size of the underspend. VM commented that we have our grant agreed until 2022.
20. NP mentioned the four policies to be approved and advised the board that these had been reviewed at GPG.

21. The Board asked that the reference to 'wherever possible' is removed from the Environmental policy.
22. In the Conflicts of Interest policy, the board requested a change of wording from 'not in the interests' to 'not in the aims and objectives' of the organisation.

The Board noted the report and approved the four policies, with amendments to be approved by NP, Chair of the General Purposes Group.

- Decision-making policy
- Escalation policy
- Conflicts of interest policy
- Environmental policy

#### **Risk register**

23. SS advised that the risk register was discussed at the Board Development session in the previous month in light of the current situation.
24. SS asked the board to consider risk number 1 and see if this could be reduced to 4x2=8 and therefore be an amber risk. This was discussed and agreed.
25. The board requested that the risk register be reviewed again in September.

**Action:** SS to update the risk register

#### **Public questions**

26. A Member of the public gave the Board some feedback on their experience of the meeting as a visually impaired person joining via a telephone link. They explained that as they cannot see the screen any reference to item numbers on papers that are displayed does not assist them at all. She asks that the board give this some consideration for future meetings.

**Action:** SS to discuss improvements via the management team and take advice from the Sensory Impairment Partnership Board.

#### **Any other business**

27. No other points raised at this time

VM thanked all attendees. Meeting closed at 15:37