



## Minutes of the Board Meeting

**Date / Time:** 11 March 2015, 19:00-21:00

**Venue:** The Maple Centre, 6 Oak Drive, HUNTINGDON, PE29 7HN

**Present:** Ruth Rogers - Chair  
Mike Andrews, Karen Begg, Mike Hewins, Graham Jagger, Sue Westwood-Bate  
Guarantor Victor Lucas

CEO Sandie Smith  
Angela Grief (minutes)  
Angie Ridley

### 1 Introduction and Apologies

Chair Ruth Rogers opened the meeting and welcomed all present.

Apologies were received from Ruth McCallum and Guarantors Anne Campbell and Mike Thorne.

### 2 Declarations of Interest

2.1 There were no declarations of interest.

### 3 Minutes of Previous Meeting 14 January 2015.

3.1 Approved as a true record with all actions complete.

### 4 Matters Arising

4.1 None

### 5 CEO Report

5.1 Following the CQC report which gave Hinchingsbrooke Hospital an 'Inadequate' rating and placed the Trust in special measures, HWC is pleased to be fully involved in the Improvement Plan.

5.2 A mini-summit has been called by health commissioners to progress concerns regarding the local Children and Adolescent Mental Health Services (CAMHS).

#### **Action:**

5.3 The Board requested a report at the next meeting.

- 5.4 The format of Healthwatch intelligence is being aligned with the CCG Patient Experience Team reporting formats.
- 5.5 Full engagement with CQC colleagues regarding the collation of intelligence to inform inspections takes place on a regular basis.
- 5.6 Other issues and pieces of work include:
- Access to podiatry
  - Fenland Anti-Coagulation Service
  - Vision screening procurement
  - 111 consultation
  - Access to cervical screening
- 5.7 A number of engagement events have been held around the county. A 'Library Roadshow' has been organised for April and May, targeting the north of the county.
- 5.8 The County Council has approved funding for the Youth Engagement Worker for a further year. RN is developing 'Youth Connect' which currently has 40 young people signed up.
- 5.9 Discussions are taking place with Uniting Care to ensure Healthwatch has full sight of engagement plans and how the new service will measure impact and experience.
- Action:**
- 5.10 SS to invite Uniting Care to present their strategy at a future Board meeting.
- 5.11 The Enter and View programme is being rolled out during April/May and will be supported by a number of volunteers who will attend training sessions over the next few weeks.
- Action:**
- 5.12 The Board requested a full report in due course.
- 5.13 The report was well received by the Board who were pleased to note the extent of work being undertaken.
- 6 Budget Outturn 14/15**
- 6.1 SS presented the Budget which sets out some small overspends and underspends. Overall there are no unexpected financial issues and it is projected that there will be a £10k surplus at year end.
- 7 Budget for 15/16**
- 7.1 SS presented the Budget for the next financial year 2015/16. The 5% reduction has been absorbed without reduction in staffing. A 1% cost of living uplift for staff will be discussed by the Board in the private session.

## 8 Communications Report

- 8.1 Angie Ridley presented the report highlighting the stress put on using a mix of communications channels to target different sections of the community and using easy to read language.
- 8.2 Recent increase in traffic to the website is very encouraging; likely to be as a result of the Enter & View programme and the First Steps to Health survey.
- 8.3 We make extensive use of social media but always think about which route to use for which message. We constantly review and analyse which routes are most effective. Relationships are being developed with local press.
- 8.4 The Board were pleased to note the extent of work being undertaken to make information accessible to a wide range people across the county.

## 9 Policies for approval:

### 9.1 ○ Home Working

9.1.1 **Decision:** The policy was approved by the Board.

### 9.2 ○ Sickness and Absence

9.2.1 **Decision:** The policy was approved by the Board.

## 10 Memorandum and Articles of Association - Special Resolution

10.1 The Board approved the Special Resolution to amend the organisation's Articles of Association to those for a small membership Community Interest Company (CIC).

## 11 Public Questions

11.1 Guarantor Victor Lucas commented that the experience of people being assessed for the older people's social care assessments needs to be monitored.

11.2 VL asked if information and contact details for HWC could be included on the assessment forms, providing an avenue for people to raise their concerns.

### **Action:**

11.3 SS to pursue.

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

20 May 2015, 7pm

The Meadows Community Centre, The Family Wing, 1 St Catharine's Road, Cambridge, CB4 3XJ