



Minutes of the Board Meeting

Date / Time: 12th June 2013, 19:00-21:00

Venue: Oak Tree Centre, 1 Oak Drive, Huntingdon, PE29 7HN

Present: Mike Andrews (MA), Mike Hewins (MH), David Neal (DN)
Ruth Rogers (RR) - Chair, Sandie Smith (SS)

Public Part of the Meeting

In attendance:

Kate Hales (KH), Coordinator, Healthwatch Cambridgeshire
Victor Lucas (VL), Guarantor, Healthwatch Cambridgeshire
Rachel Matheson (RM), Peterborough Rape Crisis
Angie Ridley (AR), Coordinator Healthwatch Cambridgeshire (minutes)
Tanja Rodziewicz (TR), Peterborough Rape Crisis

1	Introduction and Apologies
	RR welcomed all present to the public part of the meeting and apologised for the short notice change of meeting venue. RR explained for the benefit of all present the role of the Guarantors as a legal requirement in setting up an incorporated company, who added an additional level of assurance to the Board. Other Guarantors are Anne Campbell and Mike Thorney.
2	Declarations of Interest
	None
3	Minutes of Previous Meeting 12-04-2013
	Minutes of the inaugural meeting accepted as a true copy.
4	Matters Arising
	RR reported that Healthwatch Cambridgeshire was incorporated as of 07-05-2013 SS reported that the safeguarding policies are in development and that we are still to register with the Information Commissioner; this is in hand and will be completed before Healthwatch Cambridgeshire starts actively working with volunteers and members of the public. RR reported that she was investigating appointing Geoff Mann Ltd Accountants as the Auditor.

5	Public Questions
	<p>The following questions were submitted to the Board in advance of the meeting.</p> <p>Q1: Where and how is Healthwatch going to look at the specific needs of women in the community (in line with the Equality Act 2010), in particular the needs of survivors of sexual violence, rape and child sex abuse, those that report and those that don't? (TR)</p> <p>A: Healthwatch Cambridgeshire is in the process of putting together its strategic priorities. We want to look at issues around services for young people, children and women with a focus on seldom heard voices, however will not necessarily meet the expectations of all different groups within the community in terms of deciding our priorities. (RR) Equality of access to services has been identified as an issue through our initial scoping work, and this may be an area where we will look at this group's experiences of local services. (SS)</p> <p>Q2: How familiar is Healthwatch with the 'Better health for women' WHEC report for JSNA's and Joint Health and wellbeing strategies. The report is designed to support Boards to meet the operating principals set out by the NHS Confederation and 2 goals of the NHS delivery system to meet the obligations of the Equality Act 2010. How does Healthwatch plan to meet the recommendations set out in the report? (TR)</p> <p>A: Requested that TR forward a copy of the report to Healthwatch Cambridgeshire. Healthwatch Cambridgeshire has a seat on the Health and Wellbeing Board (HWBB) and influences what goes onto the agenda. The HWBB are responsible for setting the programme of Joint Strategic Needs Assessments (JSNA) (RR)</p> <p>Q3: How can the Healthwatch Board help us (Peterborough Rape Crisis) raise the needs of our service to the Health and Wellbeing Board? Who do we need to talk to, to make sure Sexual violence is included in the JSNA? (TR)</p> <p>A: You can raise these issues via Healthwatch Cambridgeshire. We have a seat on the local HWBB and have a responsibility to raise the profile of the concerns that are not being addressed. The JSNA is done by public health which sits within the County Council but the programme is set by the HWBB Officer Group, which SS attends. (RR)</p> <p>Action: Link to the JSNA website from Healthwatch Cambridgeshire Action: SS to raise the issue of sexual violence at the Officer Group.</p>
6	Organisational update
6.1	Staff team

	<p>The staff are all now in place. This includes SS as Chief Executive who is now full time, 4 Coordinators and a Young Person's Ambassador who is employed on a one year contract.</p> <p>SS and RR will start the process of recruiting for an administrative support person soon.</p>
6.2	<p>Finance</p> <p>A revised budget for the 2013-2014 was tabled at the Board Meeting. Amendments were necessary for the following reasons:</p> <p>Employment: since the initial budget was initially drawn up, we received additional funding for the Young Ambassador post from the County Council</p> <p>IT: higher than initially budgeted, due to the need to buy the equipment that the staff team required.</p> <p>Accommodation: was not budgeted for initially as open plan office space was provided by Cambridgeshire Council, however this space did not meet our needs.</p> <p>Signposting: Prior to the recruitment of RR as Chair, it had been agreed by Cambridgeshire County Council (CCC) that the Clinical Commissioning Group (CCG) PALS would provide the signposting role for Healthwatch Cambridgeshire for the first year. Signposting is a core function of Local Healthwatch although it is something that Local Healthwatch can contract out. As arrangement between the County council and the CCG have not been finalised, RR and SS are in negotiations with the CCG and CCC to take back this funding and recruit to the role directly.</p> <p>Future reporting on financial performance for the 2013-14 year would be made against the revised budget.</p> <p>Decision: The revised Budget was agreed by the Board.</p>
6.3	<p>Accommodation</p> <p>Healthwatch Cambridgeshire will be moving to the Maple Centre, 6 Oak Drive PE29 7HN on 17/06/2013. The IT infrastructure will be installed and staff will also be receiving their laptops by 19/06/2013.</p>
7	<p>Strategic Priorities</p> <p>Notes from the joint Staff and Board priority setting meeting to be circulated to the Board. SS has starting to draw up the strategic plan including some short, medium and long term objectives under the headings discussed. It was felt that to would be useful to have a further development session, to help the Board firm up its priorities, although additional work could be done via email.</p> <p>Priority areas have been agreed through talking to partner organisations. There are lots of concerns coming up about equality of access.</p> <p>Nationally, Healthwatch England have been doing some work around Complaints - and how difficult it can be to complain. This is a potential</p>

	<p>area of work for Local Healthwatch and could link into the equality of access priority.</p> <p>Action: SS and the Board to finalise priorities for presentation at the Launch event</p>
8	Signposting and Information Services
	Item covered under 6.2
9	Communications and Engagement
	<p>Local Healthwatch use the Healthwatch brand, and received a starter pack of branded materials from Healthwatch England.</p> <p>Healthwatch Cambridgeshire will be drafting a Communications Strategy to plan how we are going to communicate and engage with stakeholders, using a range of different mechanisms to target different sections of the community.</p> <p>noted that it is important to think through the key messages for each project and develop an individual communications plan for it.</p> <p>Focus on working in partnership with other organisations as part of this strategy.</p> <p>Healthwatch England are going to do some media messages and will offer a suggested line to take with the media.</p> <p>Action: SS to draft Communications Strategy for the Board.</p>
10	Launch
	<p>10th July 2013, Charter Hall, The Corn Exchange, St Ives 1-3pm</p> <p>Discussion took place on the format of the event and speakers.</p> <p>Action: SS to follow up on suggestions for speakers and arrange</p> <p>Action: SS to circulate the list of stakeholder organisations invited to the launch.</p>
11	Close of Public part of the meeting