

MINUTES

of a meeting of the Management Board
14 June 2013 (2.30pm-4.30pm)

Present:

Directors:

Anne-Marie Dean , Chairman
Ian Buckmaster, Company Secretary
Hemant Patel

Joan Smith, Manager

Note: all resolutions were passed unanimously

18 MINUTES OF PREVIOUS MEETINGS

The minutes of meetings of the Board held on 13 March, 11 April and 13 May were each confirmed as correct records, subject to the inclusion among those present on 13 March of Anne Hinds-Murray of Shaw Trust. All were then signed by the Chairman.

There were no matters arising that were not dealt with during the course of the present meeting.

19 FINANCE REPORT

The Company Secretary submitted the first Finance Report, for the period 22 February-31 May 2013. Future reports would relate to each calendar month.

Total expenditure had amounted to £8,158.63 against income received (grant from Havering Council) of £59,863 .00.

It was suggested that, for the sake of convenience, the Company's financial year should be defined as 1 April-31 March rather than related to the date the Company was formed, 22 February. The Companies Act made provision for such a change.

Consideration was also invited of the way in which the Company's financial transactions were recorded. Several options were put forward.

Finally, details were submitted of contracts and business arrangements entered into by or on behalf of the Company during the period under review, and were **NOTED**.

RESOLVED:

1 That the first Finance Report be **NOTED** and **ACCEPTED**.

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- 2 That, in accordance with sections 390 and 392 of the Companies Act 2006, the initial financial year (“accounting reference period”) be fixed as the period 22 February 2013 to 31 March 2014 and that, thereafter, the financial year run from 1 April to 31 March; and that the Company Secretary be authorised to notify Companies House accordingly.
- 3 That income and expenditure be not shown in the accounts until they are recorded in the bank account, and that the monthly Finance Report be constructed accordingly.

20 **STRUCTURE OF HEALTHWATCH HAVERING**

The Board had previously agreed the proposed structure for the governance of the Company and now confirmed its decisions, subject to review no later than June 2014.

21 **AUTHORISATIONS TO ENTER & VIEW**

The Board **APPROVED** the following authorisations to enter and view:

Anne-Marie Dean
Ian Richard Buckmaster
Hemantkumar Patel
Joan P Smith

22 **REPORTS OF SIGNIFICANT DEVELOPMENTS**

Coroner’s inquest into death of Maria De Jesus

BHRUT had notified Healthwatch, among others, of its response to the findings of the inquest into the death of Maria De Jesus. The offer of a meeting with the Chief Executive had been accepted. There appeared to have been a number of errors and omissions contributing to the death, which had been wholly avoidable. It was agreed that Healthwatch should pursue the questions that arose as a result. Mr Patel agreed to consider the findings in order to formulate appropriate questions.

It was agreed that the delegation meeting BHRUT should include the Lead Member for Hospital Services, if by then appointed.

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23 REPORTS OF MEETINGS WITH STATUTORY AND OTHER BODIES

A. CQC

At the meeting on 12 June, the CQC had announced changes to its inspection regime, in order to be more responsive to the patients' perspective. Healthwatch Havering had been invited to participate in a CQC initiative on services for people with dementia

B. Havering Health & Wellbeing Board

The Board was making good progress. A presentation had been given on the Joint Strategic Needs Assessment (JSNA) and there had been a report on the implications of the Children & Families Bill now before Parliament (which would have implications for statemented children).

The CCG reported on its monitoring of Queens Hospital.

C. CCG

The Chairman and Manager had met the CCG Compliance Officer on 16 May for a general discussion.

Mr Patel expressed concern that there was inadequate monitoring by GPs of the administration of medicines to residents in care and nursing homes. It was agreed that a meeting be sought with relevant personnel at the Queens Hospital with a view to developing advice to proprietors, managers and staff of care homes about improving the dispensing of medicines.

D. Queens Hospital and King George Hospital

Healthwatch had participated in PLACE assessments of both hospitals. In both cases, the premises had been found to be in very good condition.

E. CCG Patient Forum (PERF)

The Chairman and Company Secretary had given a presentation to the PERF at the end of May, which had been well-received. Several expressions of interest in volunteering for Healthwatch had been received as a result.

F. St Francis Hospice

The Manager had represented Healthwatch at a meeting of the St Francis Hospice, which had just received a very good CQC report. They were keen for Healthwatch to work with them.

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G. Overview & Scrutiny Committees

Healthwatch had been represented at meetings of the Health, Joint Health, Individuals and Children's OSCs.

It was agreed that follow-up action should be taken on:

- Dispensing of medicines in care homes
- The impact of the Children & Families Bill

24 **COMPANY STATUTORY BUSINESS**

There was no statutory business.

25 **LOCAL MEDIA COVERAGE**

There had recently been useful, positive media coverage of Healthwatch In the Romford Recorder, The Chairman thanked the Company Secretary for his efforts in securing that,

26 **LAPTOP**

The Manager reported that the problems in using the laptop provided to her had continued but, at the suggestion of a colleague at HAVCO, she had now contacted a local PC repairman who had agreed to repair it. He came with a good reputation and it was agreed that, should he prove able, he be used as and when problems arose with IT in the future.

27 **OFFICE ACCOMMODATION**

The Manager reported that her continued presence at Carepoint was leading to some friction. Staying there was not a long-term solution but little progress appeared to have been made in obtaining accommodation at the Polyclinic – approaches to the Estates Officer dealing with it had not been replied to.

While the best option for accommodation remained the Polyclinic, it was accepted that accommodation might need to be sought elsewhere. The Chairman was meeting a contact shortly and would discuss the accommodation needs with her.

Chairman
14 June 2013