

HAVERING HEALTHWATCH LIMITED

Company number 08416383

MINUTES

of a meeting of the Management Board
16 December 2013 (2.10pm-4pm)

Present:

Directors:

Anne-Marie Dean, Chairman

Ian Buckmaster, Company Secretary

Hemant Patel

Joan Smith, Manager

Note: except as noted, all resolutions were passed unanimously

75 MINUTES OF LAST MEETING

The minutes of meeting of the Board held on 11 November were confirmed as a correct record and were signed by the Chairman.

Mr Patel expressed the Board's thanks to the Company Secretary and the Manager for their work in ensuring a smooth transition from the old office to the new.

76 FINANCE REPORT

The Company Secretary submitted the Finance Report for November (including total expenditure in the year to date).

Total expenditure had amounted to £15,180.62 against income brought forward of £68,194.16 and a supplementary grant received of £20,000. The end of month balance carried forward was £73,013.54.

The significantly higher than usual expenditure was in part due to financial adjustments consequent upon the management restructuring authorised by the Board to improve the resilience of the organisation, and also to the move to new accommodation in Morland House, which had necessitated the purchase of new equipment and furniture.

A forecast of expenditure expected to the year end was also submitted.

The Company Secretary reported that there would be need for professional accountancy advice for completion of the Company's annual accounts and for assessing corporation tax.

The Board also discussed audit arrangements. It was noted that, as a "small company", the Company was exempt from audit under section 477 of the

Havering Healthwatch Limited

Minutes of a meeting of the Board

Companies Act 2006 but the view of the Board was that, as a publicly-funded organisation with specific statutory functions, it would be appropriate for a simple form of audit of the accounts to be carried out.

The Board **AUTHORISED** the Company Secretary to seek appropriate accountancy, taxation and audit advice.

77 MANAGER'S PAY FOR SATURDAY WORKING

The Board noted that the Hospital Team of volunteers was likely to meet on Saturdays for the foreseeable future, and it was of course possible that other teams as they became established would also wish to do so. The Manager would attend such meetings to provide advice and support as well as to make a record of the meeting.

The Manager's contract made no specific provision for working at weekends or for remunerating her for such work. She had indicated, however, that she is willing to do such work.

The Board was advised that, if weekend work were to be compensated for simply by permitting time off in lieu (TOIL), it was likely that the Manager would accumulate sufficient TOIL to risk leaving the office unoccupied for unacceptable lengths of time. It was, therefore, suggested that the terms of the Manager's contract be varied so as to provide for her:

- (a) to work at weekends as and when necessary; and
- (b) to be recompensed for such work by being paid overtime at the rate of double time.

The Board indicated that it did not expect the Manager to work Sundays other than in very exceptional circumstances.

The financial implications were unlikely to be excessive (probably around £200 per month) and there was sufficient money available to cover the likely cost. In addition to the extra amount payable to the Manager, a small increase in employees' National Insurance Contributions would be incurred.

The Board **AUTHORISED** the Company Secretary to finalise the details of the amended contract and to arrange for payments to be made, including retrospective payment for work done since 1 November 2013.

78 MEMBERSHIP OF THE COMPANY, AND AUTHORISATION TO ENTER AND VIEW

The Company Secretary reported that the individuals mentioned below had now fulfilled the agreed conditions for being admitted members of the Company and were now eligible, subject to satisfactory completion of the appropriate training, to undertake enter and view exercises.

RESOLVED:

That the following be admitted members of the Company and, subject to satisfactory completion of the appropriate training, be authorised to enter and view:

Oluyemisi (Nike) Adenmosun
Teresa O'Brien

79 GOVERNANCE

The Board discussed how the Company's governance arrangements had operated over the nine months or so since operational activity began. Concern was expressed that there had only been one review meeting with the sponsoring Council department since April but they were aware of that and it was for them to seek the next meeting.

In the course of discussion, it was suggested that the Mental Health portfolio might usefully be divided, as emerging circumstances indicated that Dementia and Learning Disability were becoming important areas in their own right.

It was agreed that these – and other – matters should be discussed in more depth at an awayday to be held in January – half day for the Management Board only, the rest involving Lead Members and others.

80 WASTED MEDICINES

Mr Patel drew attention to research that indicated that the NHS spent considerable amounts on prescription medicines that were inappropriately-prescribed, wrongly administered or simply not taken by patients. There was particular concern about how care homes dealt with medicines for their residents, and that there appeared to be little communication between the hospital pharmacy and community pharmacies.

It was agreed that, at the forthcoming awayday, consideration should be given to adding an investigation of these matters to the year's work programme.

81 PHOTOCOPYING

The Manager reported that, in recent weeks, she had needed to copy a great deal of documents; the printers available had not been adequate for the task and she had used Morland House services, which were not cheap.

The Board authorised the Company Secretary to investigate the cost of obtaining a suitable photocopier.

Chairman
21 January 2014