

HAVERING HEALTHWATCH LIMITED

Company number 08416383

MINUTES

of a meeting of the Management Board

21 January 2014 (2pm-3.30pm)

Present:

Directors:

Anne-Marie Dean, Chairman

Ian Buckmaster, Company Secretary

Hemant Patel

Joan Smith, Manager

Note: except as noted, all resolutions were passed unanimously

82 MINUTES OF LAST MEETING

The minutes of meeting of the Board held on 16 December were confirmed as a correct record and were signed by the Chairman.

It was noted that, pursuant to minute 81 of the last minute, a contract (on quarterly terms) for provision of a photocopier had been entered into with Easycopiers Limited. The machine was expected to be delivered on Monday 27 January.

83 FINANCE REPORT

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

Total expenditure had amounted to £12,220.51 against income brought forward of £73,013.54. The end of month balance carried forward was £60,793.03. The level of expenditure had been above the monthly forecast but well within the funding available.

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

84 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.

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The Board noted that an adverse DBS report had been received in respect of a particular applicant for membership. Having discussed the individual in question and the offences recorded on the particular DBS report, the Board agreed that there was no reason to bar the individual, who would therefore be admitted to membership.

The Board also **AGREED** that, where an adverse DBS report was received in future, the circumstances should be reported and consideration given as to whether there were reasons for refusing to accept the particular applicant.

RESOLVED:

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

**Pierrette Burden
Irene Lilian Buggle
Diane Meid**

- 2 That, in the event of an adverse DBS report being received in respect of any individual applicant for membership, the circumstances be reported to, and considered by, the Board, which shall determine whether or not to admit the individual to membership.**

85 IT POLICY

A draft IT Policy – based upon that used by Havering Council was submitted. It gave guidance and instructions for Havering Healthwatch members as to their use of the IT facilities provided by the Company.

The Board **APPROVED** the policy.

At the last meeting, a suggestion had been made that members be issued with encrypted USB memory sticks for use on Healthwatch business. The Company Secretary now reported that encryption software had proved to be more complicated than expected or necessary and so he had investigated alternative approaches. In consequence, he had now set up Microsoft SkyDrive storage. Subject to satisfactory trial use, he would be recommending that access to the SkyDrive be made available to all members. The Board **NOTED** the position.

The Board also **AGREED** that all policy documents should be reviewed annually, preferably on or about the anniversary of their approval (or last review) but in any event not later than December in each year; and that the IT Policy would be reviewed in December 2014.

There was a brief discussion of the use of email signatures, disclaimers and company identity information. The Board requested the Company Secretary to review the information in question and to re-issue advice as to its content.

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86 AWAYDAY

At the December meeting, a proposal for an Awayday early in 2014 had been agreed; the aim was to use the event to review the progress made in the first year and to develop a programme for the coming year. The Board now discussed the practical arrangements.

It was **AGREED**:

- (a) That the event be held on 25 or 26 March in a suitable venue within Havering
- (b) That there be three sessions: the first for Board members only (10am-12noon); the next for Board members and Lead Members (12noon-1:20pm); and the final session for all members (1:30pm-5:30pm), to which an outside speaker would be invited
- (c) That a working lunch be provided for Board members and Lead Members and an evening meal for all participants

87 ADVOCACY SERVICES

Concern had previously been noted about the lack of clarity about the provision of advocacy services in Havering. Anecdotally, it seemed that the Council had withdrawn several funding streams for voluntary organisations hitherto providing such services in order to fund fully CarePoint but there was no evidence that CarePoint was actually delivering those services.

It was **AGREED** that the Chairman should write to the Director of Adult and Children's Services, seeking clarification of the position.

88 COMPANY GOVERNANCE

The Chairman presented a paper reviewing the Company's governance arrangements after the first year of operations.

It was agreed that, generally, the arrangements were working well but that some "fine tuning" was needed in the light of experience. In particular, it had proved much harder than anticipated to recruit sufficient Lead and Active Members to populate the intended structure of Boards and Teams, and it had become apparent that slightly different portfolios were needed for some Lead Members and that there was need for people of Lead Member status as Facilitators of specific areas of activity rather than as team leader.

It was **AGREED** that:

- 1 The Advisory Board (which had yet to meet) should be suspended and that its meetings so far fixed be cancelled

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- 2 The portfolio for the Lead Member for Mental Health should be separated into two Lead Member roles, a Lead Member for Dementia and a Lead Member for Learning Disability
- 3 The Strategy, Governance and Assurance Board should continue, with a wider remit covering also the Advisory Board's activities and divided into two parts – Part 1 (confidential) attended only by Board members and all Lead Members; and Part 2 (open) to which all Healthwatch members would be invited, with alternate meetings being also open to the public
- 4 That the Company Secretary finalise the Chairman's paper for formal approval by the Board at the next meeting

Chairman
18 February 2014