

## **MINUTES**

of a meeting of the Management Board  
13 May 2014 (2pm-2:35pm)

**Present:**

**Directors:**

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

**Joan Smith, Manager**  
**Carole Howard, Administrative Assistant**  
**Bev Markham, Community Support Assistant**

Note: except as noted, all resolutions were passed unanimously

**115 MINUTES OF LAST MEETING**

The minutes of meeting of the Board held on 15 April 2014 were confirmed as a correct record and were signed by the Chairman.

Arising out of minute 114(ii) (Other business: emails to Members), it was noted that the introduction of "Keeping You In Touch", the weekly list of forthcoming meetings and other information, had been well received by Members.

**116 OUTSTANDING ACTIONS**

The schedule of actions outstanding from previous meetings was submitted and reviewed. The Board noted that further actions had been completed and closed.

It was noted particularly that Jacqui Himbury's presentation about implementing the Francis Report recommendations in Havering had been very well attended and received. Georgina Bream of Healthwatch England had been among those present.

The Manager and the Lead Member for Social Care would be meeting the chief palliative nurse and then St Francis Hospice to discuss end of life care matters in response to CQC criticism of a local care home's approach to that issue.

**117 FINANCE REPORT**

The Company Secretary submitted the Finance Report for April (including a draft summary of total expenditure in the year 2014/15).

## **Havering Healthwatch Limited**

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Total expenditure had amounted to £7,634.24 against income brought forward and received of £79,999.47.

A forecast of expenditure expected to March 2015 was also submitted.

#### **118 ANNUAL ACCOUNTS**

The Company Secretary submitted the draft Statement of Accounts prepared by the Accountants, Messrs Sharman Fielding. There was, unfortunately, some exposure to a Corporation Tax liability but the Company Secretary was working with the Accountants to ensure that the liability was minimised.

On the basis of the information now available and in view of the detailed monthly Finance Reports submitted to it, the Board **AGREED** that (subject to final clarification of some outstanding issues) the draft accounts represented a true and fair view of the Company's financial position and **AUTHORISED** the Company Secretary to sign the final accounts on the Board's behalf.

#### **119 HEALTHWATCH ENGLAND SPECIAL INQUIRY – DISCHARGE FROM HOSPITAL**

Healthwatch England had announced a special inquiry to establish what happens to people when they are discharged from hospitals, care homes and secure mental health settings. The inquiry would focus on reaching out to collect experiences of homeless people, those with mental health conditions and older people, as evidence suggested that unsafe discharge could have the biggest impact on these groups, with a view to reporting in September.

The Board considered whether Healthwatch Havering should become involved in this enquiry.

The Board was reminded that, in conjunction with the Havering Health Overview & Scrutiny Committee, and following on from work undertaken several years ago by the former Havering LINK, the issues arising from discharge from hospital had recently been examined and various actions were being taken by BHRUT, NELFT, the CCG and the Council to improve the care of people following discharge from hospital. Post-discharge care of homeless people or those with mental health problems was not a known difficulty locally, nor was there any known problem about discharge from care homes.

**It was agreed the Healthwatch Havering's response to the special inquiry should inform Healthwatch England of the actions taken locally and of the progress that has been made in securing improvements.**

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120 **MEMBERSHIP OF THE COMPANY, AND AUTHORISATION TO ENTER AND VIEW**

The Company Secretary reported that the individual mentioned below had now fulfilled the agreed conditions for being admitted as a member of the Company and was now eligible, subject to satisfactory completion of the appropriate training, to undertake enter and view exercises.

**RESOLVED:**

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

**June Alexander**

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**Chairman**  
**18 June 2014**