

MINUTES

of a meeting of the Management Board
21 April 2015 (2pm-3:50pm)

Present:

Directors:

Anne-Marie Dean, Chairman
Ian Buckmaster, Company Secretary
Hemant Patel, Director (for part of the meeting)

Bev Markham, Community Support Assistant

Specialists Irene Buggle, Kathleen Meddeman and Di Old

Donal Hayes was also present

Apologies were received for the absence of Carole Howard, Christine Ebanks and Jenny Gregory. Hemant Patel had advised that, for reasons beyond his control, he would arrive late.

Note: Except as noted, all resolutions were passed unanimously

173 MINUTES OF LAST MEETING

The minutes of meeting of the Board held on 24 March 2015 were confirmed as a correct record and were signed by the Chairman.

174 DECLARATION OF INTERESTS

There were no declarations of interest in business before the meeting.

It had been agreed at the last meeting that a revised general form of declaration of interests should be used. A draft form (based on that used in some schools by school governors) now submitted was **APPROVED** (see the Appendix to these minutes).

The current policy on declaring interests was attached for review and **APPROVED** for continued use.

175 OUTSTANDING ACTIONS

Action

32 – The Chairman would produce a draft work plan for 2015/16 shortly

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176 FINANCE REPORT

The Company Secretary submitted the Finance Report for March.

Total expenditure had amounted to £10,393.78 against income brought forward of £18,911.52.

The latest, revised forecasts of expenditure expected the end of the financial year 2015 and to March 2016 were also submitted. It was noted that, on current levels of spending, there was a forecast underspending of about £4,500 in 2014/15 and, so far as could be forecast at this early stage, about £2,000 in 2015/16.

177 MANAGEMENT RESTRUCTURING

Following the retirement of the Manager and also in the light of her absence since September last year, it was now reported that the Directors had agreed some changes in roles and responsibilities. In addition to the new contracts for Carole Howard (who is now designated Administrator) and Bev Markham (now Community Support Officer), the Chairman and Executive Director & Company Secretary had taken on additional tasks formerly undertaken by the Manager, and would be receiving additional remuneration back-dated to 1 January 2015. Mr Patel, who had voluntarily been receiving a lower fee for some months, had reverted to his contracted fee.

Although additional costs would be incurred as a result of both sets of decisions, overall there would be a saving of some £13,000 per annum.

The Board was advised that full details of the decisions had been placed on the Company's website.

The Board **ENDORSED** the decisions now reported.

It was also noted that Carole Howard would be away from the office on unpaid leave until mid-May and again from mid-July until September.

178 ENTER & VIEW PROGRAMME

The latest E&V Programme was submitted.

In the course of discussion, it emerged that there was some confusion about the right (if any) of the families of residents' in care homes to see their relative's medical and care notes, whether or not redacted. It was agreed that an approach be made to the CQC for their view of the matter.

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179 MEETINGS ATTENDED

Details were submitted of the proceeding of various recent meetings attended on behalf of Healthwatch, as follows:

Date	Meeting attended	Representative
23 March	Urgent Care Board (Confidential)	Anne-Marie Dean
30 March	Dying Matters Week (St Francis Hospice)	Ian Buckmaster
1 April	BHRUT Improvement Progress	Ian Buckmaster
1 April	Health & Wellbeing Board briefing (Confidential)	Anne-Marie Dean
2 April	Quality Assurance Team (Confidential)	Christine Ebanks
8 April	Tri-borough meeting (Confidential)	Christine Ebanks
10 April	Patient experience & engagement Group, BHRUT	Dianne Old
14 April	NEL Joint Health Overview & Scrutiny Committee	Ian Buckmaster

Arising from the Health & Wellbeing Board briefing, the Chainman outlined (confidential) proposals for improving the access of people living in the Orchard Village area to GP services.

180 HAVE YOUR SAY EVENTS

The Board noted that arrangements were in had for two forthcoming Have Your Say events:

(a) Dying Matters Week (DMW)

DMW was a national event, taking place in the week 18-23 May. The local co-ordinator would be St Francis Hospital. The general idea was to have events aimed at raising public awareness, and locally the main idea was that a vintage Routemaster bus would be used at various venues during the course of the week with posters etc and staff to talk to interested members of the public. Somewhat macabrely, a “comedy coffin” would be used as an ice-breaker, stood against the side of the bus or placed on trestles next to it as a means of attracting the curious and then engaging with them. The tag line would be “Don’t miss the last bus...”

As End of Life Care was a priority for Healthwatch Havering, the proposal was that volunteers would be stationed with the bus, conducting a brief interview and survey with any member of the public willing to participate.

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(b) BHRUT Listening Event

The next in the series of BHRUT listening events was to be on 8 June, 5pm-7pm, at My Place, Harold Hill, aimed at Young People, with the aim of gathering their views about BHRUT services and their impact of health.

181 DEMENTIA ACTION ALLIANCE (DAA)

Mrs Buggle reported that Keely Chalker had now ceased co-ordinating the Havering DAA; her successor was Jenny Gray of Adult Social Care. Mr Patel mentioned that, at a recent seminar, pharmacy counter staff had expressed enthusiasm for helping patients with dementia and it was agreed that he be passed relevant contact details.

182 PAEDIATRIC SUPPORT FOR CHILDREN WITH LEARNING DISABILITIES

The Community Support Officer (CSO) reported that she had recently learned that, as a direct result of a meeting in November 2014 convened and chaired by Healthwatch, long-awaited finance for a paediatric service for children with learning disabilities had been made available. The Board congratulated the CSO and the Chairman on this success. It was agreed that the Company Secretary write to BHRUT to congratulate them on being able to make this arrangement.

183 DEBBIE BARONTI

The Chairman reported that she had recently learned that Ms Baronti had been unwell since Christmas. The Board expressed best wishes for her speedy recovery and the Chairman agreed that she would write to Ms Baronti accordingly.

184 SUPPLY OF CQC REPORTS TO CCG

The Chairman of the CCG had asked for assistance from Healthwatch in obtaining CQC reports on GP practices as, surprisingly, the CQC did not automatically send their reports directly to the CCG.

The Board agreed to supply such reports as they became available.

Chairman
19 May 2015