

MINUTES
of a meeting of the Governance Board
18 January 2022
(11:00-13:45)
At Queen's Court

Present:

Anne-Marie Dean, Chairman
Ian Buckmaster, Company Secretary
Carole Howard, Office Administrator
Bev Markham, Community Support Officer

Carol Dennis, Jenny Gregory, Dawn Ladbrook, Di Old and Val Perry, Members

1 Welcome and apologies

The Chairman welcomed all members.

All members were present.

2 Declarations of interest

There were no declarations.

3 Minutes of meeting held 9 November 2021

The minutes of the last meeting were agreed as a correct record and the Chairman was authorised to sign them.

It was noted that the changing facility for disabled adults was now in operation at Queen's Hospital.

4 Finance report

The report for December was presented.

Spending in that month had totalled £9,838, which was comparable to recent months.

Interest for 2021 had been paid to the Savings account on 31 December. The Board was concerned to note that, although throughout the year the balance of

the account had averaged about £5,300, as a result of the current extremely low rates, the interest received had been a derisory 50p. It was not considered worthwhile to seek a higher rate of interest elsewhere than with the Company's current bankers, given the relatively small savings balance and the otherwise satisfactory handling of the Company's banking arrangements.

There was no other issue to which attention needed to be drawn.

The Company Secretary reported that options for the future preparation of annual accounts and Corporation Tax return were being considered.

5 Engagement projects - updates

The following updates were noted:

- (a) Long Covid – in collaboration with HWs Barking & Dagenham and Redbridge and the CCG, a survey was being planned to gauge the extent of patients affected by “Long Covid” (also known as “Post-Covid Syndrome”). A questionnaire for GP practices was in preparation.
- (b) Homecare survey – a request for surveying more service users had been received from the Council.
- (c) Access to GPs: collaboration with Havering Health – there had been no further discussions with Havering Health.
- (d) Community Insights – the system was now being used and the first data had been entered.
- (e) Transfers between services – during the pandemic, difficulties had been experienced by patients transferring between services (e.g. on discharge from hospital), which the CQC would be reporting on. It was considered that there would be scope for investigation of what happened locally; a separate Board meeting would be arranged to plan the work on this project.

6 Awaydays

The programme for the January Awayday had been settled, and that for April would be dealing with Dementia and related issues, and speakers from Adult Social Care and BHRUT had, so far, been arranged.

7 Enter & View Programme

The Board agreed that work should now begin on the resumption of Enter & View visits. This would be dependent upon further relaxation of the restrictions on visiting residential and nursing care homes, GP practices and hospital

services resulting from the Covid pandemic and assurance that all visitors were fully vaccinated and safe to enter such facilities. It was noted that the Engagement Programme Panel had identified a number of homes and other facilities to be visited.

8 Confidential business

The Board **AGREED** that the following item of business should be considered in confidential session.

9 Appointment of Non-Executive Director

Following advertisement of the post of Non-Executive Director (NED), two applications had been received and the applicants had been met the Chairman and Executive Director (the current Directors) for an informal discussion of the role and responsibilities of the post. The view of the current Directors was that both applicants would bring useful skills and contacts to the work of Healthwatch both in terms of current priorities and to the development of work over the next few years. The current Directors therefore recommended that both applicants be appointed.

The Board noted the constitutional position and financial implications of appointing both applicants: there was no constitutional bar to appointing either or both; the appointment/s would not contravene any provision of the contract with the Council; and the possible total cost could be found from the current budget.

The Board then formally interviewed both applicants. Satisfactory references had been received for them and no substantial conflict of interest had been declared by either of them; following interview, both were considered suitable for appointment.

The Board **AGREED to RECOMMEND** to the Members' Meeting on 27 January 2022:

- 1. That Members endorse the admission to Company membership and the appointments as Directors of the Company of Paul Rose and Ronald Wright**
- 2. That those appointments be made with effect from 1 February 2022, subject to the receipt of confirmations that each person:**
 - a. Has a satisfactory DBS check**
 - b. Has been accepted by Companies House as suitable for appointment as a Director**

- c. Has completed Enter & View, Safeguarding, Mental Capacity and other relevant training**
- 3. That the current Directors be authorised to confirm each appointment on receipt of the confirmations referred to in (2) above**
- 4. That the appointees' entitlement to pay accrue from 1 February 2022.**

10 Next meeting

The next meeting was due on Tuesday, 15 February 2022 at Queens Court.

_____ Chairman