

MINUTES
of a meeting of the Governance Board
16 May 2023
(13:30 -15:35)
At Queen's Court

Present:

Anne-Marie Dean, Chairman
Ian Buckmaster, Company Secretary
Paul Rose, Non-Executive Director
Ron Wright, Non-Executive Director

Carole Howard, Office Administrator

Jenny Gregory, Dawn Ladbrook and Di Old, Members

1 Welcome and apologies

All members were welcomed to the meeting.

Apologies were received from Carol Denis, Bev Markham and Val Perry.

2 Declarations of interest

There were no declarations.

3 Minutes of meeting held 14 March 2023

The meeting due on 18 April 2023 had not been able to go ahead.

The minutes of the meeting held on 14 March 2023 were agreed as a correct record and the Chairman was authorised to sign them.

4 Finance Report

The reports for March and April were presented.

March:

This report included transactions occurring after 31 March that were nevertheless chargeable to the financial year 2022/23; it also anticipated receipt

of the £5,000 from NHSNEL for project work (invoiced for but not yet received [Note – the payment was received subsequently to this meeting, on 19 May 2023]).

The details given in the report were subject to finalisation of the accounts for end of year purposes by the accountants.

Spending in the period amounted to £15,611. This had been above average for the year, mainly because it included both March and April HMRC payments. There had also been several payments of annual subscriptions and costs for project work undertaken.

Total income for the year amounted to £140,851 (including the £5,000 not yet received) and total expenditure was £131,232. £1,037 had been transferred to reserves and £8,582 of the income for projects had been carried forward into 2023/24 as the bulk of expenditure on them has yet to be incurred.

April:

Spending in April (less the left-over payments from 2022/23) was £8,191. This was lower than in most months as some payments relating to April activities would not be paid until May. The first instalment of the annual contract payment from the Council (£29,340) had been received.

An invoice for £600 for work on Phase 3 of the Care Home DES project had been raised.

The Board expressed thanks to the Company Secretary for his diligence in managing the Company's financial affairs.

5 Havering Place-based Partnership (HPbP)

The Chairman reported that she had been unable to attend the most recent meeting of the Partnership. Generally, however, the Partnership was becoming more focussed on the needs of the borough – for example, the Mental Health Group was developing a strategy for young people in particular and identifying issues and gaps in services. The Partnership would be faced with the financial difficulties being experienced more widely by NHS NEL but the budget was currently in balance. The useful Havering Local Area Coordinators scheme was being financed from health inequalities funding, the Community Hubs scheme was expanding and the Community Chest Programme was proving worthwhile.

The Chairman and the Company Secretary were meeting the Partnership's leaders monthly.

6 **NHS North East London/North East London Health and Care Partnership**

There was no report.

7 **Safeguarding and Quality - update**

Ms Old reported that no safeguarding issues had been reported, which was surprising given the size of the care home sector in Havering and suggested that there as some under-reporting of incidents. Homes not previously the subject of reports were not currently being visited.

Following discussion, it was agreed that the list of intended Enter & View visits should be reviewed by the Engagement Panel, with a view to affording priority in visits to homes not previously seen.

8 **Engagement projects – update**

- **Domiciliary Care**
 - The next group of surveys was still awaited.
- **Care Homes – Direct Enhanced Service (for GP cover at homes)-phase 2**
 - The third phase had now been completed and an invoice raised for the £600 payment due.
- **Supporting Equity and Equality in Maternity and Neonatal across NE London**
 - This project was now finished. The report would be published once final approval had been given by NHS NEL.

Services for the deaf

- The next stage of this project was being planned. A survey was being prepared, and meetings arranged with local groups and schools.

Autism and Learning Disabilities

- The surveys for this project had been circulated and a programme of focus groups was being planned.

- **London Ambulance Service (LAS): Strategy Development**

- The report of this project had now been published..

- **HOFF – understanding access to GPs**

- The survey was complete, and the report was being drafted.

- **BHRUT Patients' Survey**

- In conjunction with Healthwatch B&D and Redbridge, and at the request of BHRUT, a survey of hospital patients at Queen's Hospital and King George Hospital was being planned.

9 Healthwatch – Tenth Anniversary

As little interest had been expressed by members in the possibility of a celebratory event for the Tenth Anniversary, it was agreed that no further action would be taken.

10 St George's Wellbeing Centre Project - update

A steering group had now been formed to lead delivery of the project. The steering group would be responsible for ensuring delivery of the project and reviewing its progress, aligning the project with other inter-dependent developments and risk management. The steering group would report to the Project Board.

Healthwatch remained a member of the Project Board but was not a member of the steering group, which would meet weekly until the project was complete.

The Board noted the terms of reference of the Steering Group.

11 CQC contacts

It was noted that the contact officials for the CQC in the Havering area had recently changed and it was agreed that a meeting should be arranged with them at the earliest opportunity.

12 Proposed ULEZ scheme

The Board noted that workshops were being planned to help advise people affected by the imminent imposition of the Ultra Low Emissions Zone (ULEZ) in outer London how to apply for assistance with travel. Once details were known, they would be publicised in the HHFN bulletin.

13 Local pharmacies – stocks of insulin injection needles

It was reported that users of insulin injection needles were experiencing difficulty in obtaining them from local pharmacies as stocks had been exhausted.

14 Enter & View programme - expansion

A suggestion was made that the Enter & View programme should be expanded to include pharmacies and optometry facilities, especially in view of the Government's proposals to expand the range of primary care services provided through pharmacies to relieve the workload stress on GP practices.

Mr Rose and Mr Wright were invited to prepare some proposals for this in conjunction with Ms Gregory and Ms Old, for consideration at the next meeting.

15 Next meeting

The next meeting was due on Tuesday, 13 June 2023 at the office.

_____ Chairman