

MINUTES

of a meeting of the Management Board
15 October 2018 (2:30pm-3pm)

Present:

Directors:

Anne-Marie Dean, Chairman
Ian Buckmaster, Company Secretary

Carole Howard, Office Administrator

Members June Alexander, Jenny Gregory, Karen Kruzycka, Di Mead, Di Old and Ron Wright. Prospective member Vivienne Miles was also present.

Apologies were received for the absence of: Hemant Patel (Director), Mary Bell, Carol Dennis, Dawn Ladbrook, Dildar Khan, Emma Lexton, Robby Levitt, Bev Markham, Nina Reardon, Vivien Saxby and Jennifer Smith

All resolutions were passed unanimously

357 MINUTES OF LAST MEETING

The minutes of meeting of the Board held on 26 June 2018 were confirmed as a correct record and the Chairman was authorised to sign them.

358 DECLARATIONS OF INTEREST

- (a) The Board noted that Ron Wright had declared that he had been appointed as an unpaid member of the Board of BHRUT. He had been appointed specifically to represent the interests of patients.

The Board also noted that it was not considered that this gave rise to a conflict of interest with his Healthwatch activities, although (as with other members) care would be needed when those activities related to BHRUT facilities.

- (b) There were no new declarations of interest in business before the meeting.

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359 OUTSTANDING ACTIONS

By inadvertence, the list of Outstanding Actions for this agenda was not available at the meeting. The Board agreed to defer consideration of this matter to the next meeting.

360 CHAIRMAN'S REPORT

The Chairman reported that:

- 1 The report on Visual Impairment Services continued to be well-received. In addition to presentations to several meetings of Councillors, the Company Secretary and Ms Kruzycka had attended a meeting of the North East London Eye Health Network (an NHS England body), which had taken the report very seriously. Staff from the Ophthalmology Department at Queen's Hospital had asked Healthwatch to assist them in preparing a bid for some £3m-worth of improvements to their accommodation at the hospital
- 2 The Governance Review agreed in May, being undertaken by Jenny Gregory, Di Old and Ron Wright, was now well underway. The intention was that a formal report would be submitted early in the New Year
- 3 The proposed work on Smoking Cessation had moved in a new direction. Now to be designated "Promoting a Healthy Working Environment", discussion had taken place with Public Health Havering and a representative of the owners of Queens Court (who was keen to participate) about a pilot project to promote a healthy working environment in Queens Court as a possible precursor to rolling out the project across the Romford Town Centre and, possibly, the rest of the borough
- 4 Healthwatch England was asking local Healthwatch to review services for new mothers who had developed mental health problems following giving birth. This tied in with the recent visit to Queen's Hospital maternity unit. The Chairman asked members to consider becoming involved in this project and offered to arrange for anyone interested to visit a project in Kent aimed at helping such mothers
- 5 The Council had announced that they would be seeking bids for the provision of Healthwatch from 1st April 2019, for five years with the possibility of up to two years extension. The Directors would be considering the Company's position as regards submitting a bid for that contract

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361 **FINANCE REPORT**

- (a) The Company Secretary submitted the Finance Report for September 2018. £9,459 had been spent on Healthwatch activity.
- (b) The Board was informed that, following a review of commitments, the Directors had decided:
 - (i) to surrender two Oyster Cards. Some time ago, four Oyster Cards had been obtained, for the use of staff and volunteers who needed to travel on Healthwatch business, particularly when going to central London for events. However, demand for them had turned out to be much less than expected and two of them had not been used for some considerable time. Accordingly, their accounts had been closed and a refund totalling £61.30 had been credited to the bank account, recovering in full the unused funds in those accounts.
 - (ii) Not to renew the subscription for one mobile telephone. At one time a number of mobile telephones had been available for use on Healthwatch business but the majority were never used and several years ago the relevant contracts were terminated. Two telephones were retained – one for use by the Company Secretary, the other available for use by any member who required it, mainly in connection with Enter & View visits.

In practice, however, the second telephone had not been used: most members were content to use their own telephones and saw no need to borrow one.

The current tariff was £5 per month for each telephone, with a reasonable allowance of calls, texts and data. The contracts were due for renewal in November. It was proposed to renew the Company Secretary's contract (at a reasonable rate) but to cancel the other telephone. On the basis of current tariffs, that would produce a saving this year of £25 and in a full year of £60.

The Board endorsed these decisions.

- (c) There were no other issues arising.

Chairman
18 December 2018