

## **MINUTES**

of a meeting of a Members' Meeting  
24 March 2022 (11:00-11:30)  
By video conference

**Present:**

**Directors:**

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

**Bev Markham, Community Support Officer**

**Members: Mary Bell, Carol Dennis, Jenny Gregory, Dildar Khan, Robyna Levitt, Emma Lexton, Di Old, Val Perry, Vivien Saxby and Jenny Smith**

**Apologies were received for the absence of Carole Howard and Dawn Ladbrook**

All resolutions were passed unanimously

**448 MINUTES OF LAST MEETINGS**

The minutes of the Members' Meetings of the Board held on 9 December 2021 and 27 January 2022 were confirmed as correct records and the Chairman was authorised to sign them.

**449 DECLARATIONS OF INTEREST**

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

**450 CHAIRMAN'S REPORT**

The Chairman's report is appended to these minutes.

**451 FINANCE REPORT**

The Company Secretary submitted the Finance Report for February. There were no matters to which attention needed to be drawn.

Spending in the month totalled £10,260, which was comparable to recent months, and includes the cost of the Awayday in January.

## **Havering Healthwatch Limited Minutes of a Members' Meeting**

It was likely that the year would end in a small shortfall of about £500-£600. There were sufficient reserves available to cover the deficit.

Current reserves were £5,703.07.

### **452 ACCOUNTANCY ARRANGEMENTS**

The Company Secretary explained that the Company was exempt from company audit requirements as turnover was less than £10m and there were fewer than 50 employees. There was however a requirement to produce an annual Corporation Tax return and to submit details to Companies House as part of the national reporting requirements, and it was useful for an external agency to cast an eye over the accounts for assurance and quality purposes.

Since 2014, the accounts and returns had been completed by an accountancy firm, Sharman Fielding. Following a review of the arrangements, the Board had agreed that the use of Sharman Fielding should cease and that, in the place, The Accountancy Partnership (TAP) should be appointed.

TAP operate online. Their fees, payable monthly, would amount to £1,000 per annum, which was about 70% of the fee paid previously, for which they offered a range of additional accountancy services (should it be necessary to take advantage of them).

Members were now asked formally to endorse the recommendation that TAP be appointed in succession to Sharman Fielding.

#### **RESOLVED:**

**That The Accountancy Partnership be appointed to prepare the accounts of the Company in succession to Sharman Fielding for the financial year 2021/22 onwards.**

### **453 GOVERNANCE BOARD**

The Minutes of the Board meetings held 18 January and 15 February were submitted. There were no matters arising.

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**Chairman**

## **Chairmans Report**

### **Changes to our Board**

At our meeting on 18<sup>th</sup> January, we shared the plans for recruiting 2 non executives. We appointed Paul Rose and Ron Wright and members were able to meet them both at our Away Day.

### **Changes to BHRUT and NELFT Boards**

At BHRUT we have seen the new appointment of Matthew Trainer as CEO and Rt Hon. Jackie Smith appointed as joint Chair for Barts and BHRUT. Jackie hosted a 'get to know you' zoom event for the three local HW and this gave both Jackie and the HWs an opportunity to share views on a range of topics

At NELFT, Oliver Shanley left the organisation in December and Jackie Van Rossum is the acting CEO. Joe Fielder, who has been chairman for 9 years leaves at the end of March 2022. Joe has been at NELFT for 9 years and was also Chairman of BHRUT during the time when the NHS were considering bringing together BHRUT and NELFT. I was pleased to have the opportunity of a 1 – 2 -1 meeting with him yesterday, to thank him for his support and as he is a 'local boy' to thank him for his commitment to Havering. I can share that Joe will be taking up a new post as NED at Mid and South Essex ICS in April.

### **Changes to NEL CCG**

The Government White Paper has been delayed however all new management arrangements need to be in place by the end of June 2022.

The top tier is the ICS Board, the new CEO Zina Etheridge has been appointed. There are 6 executive directors to be employed, 3 with Statutory roles and therefore voting rights – Chief Medical Officer, Chief Nursing Officer and Chief Finance and Performance Officer

I am pleased to advise you that Ian was on the appointment panel for the Chief Finance and Performance Officer and I was on the appointment panel for the Chief Nursing Officer. The other 3 roles yet to be appointed at Chief Participation Officer, Chief People and Participation Officer and Chief Development Officer. These appointment processes are currently underway.

### **Progress on Developing our new Enter and View Procedures**

Ian and Bev have been re-designing our E&V procedures to meet the new requirements post covid. These were discussed and approved at the Governance Board last week. We are arranging our first E&V visit under the new requirements for the end of April, to Abbcross Nursing Home.

### **LAS**

Ian has taken part in the interview process for the new Chief Executive of the London Ambulance Service (LAS) and will be taking part also in the interviews for the new Chairman of the LAS Board.

### **Developing our work with the COMPACT and the voluntary sector**

Work continues to develop the new ICS, which will include voluntary sector involvement. Much remains to be settled, although we are told that Havering is more advanced than other boroughs in its arrangements. We are fortunate that our new director, Paul Rose, is also Chair of the Havering Compact. There are suggestion that the CCG/ICS might be willing to fund a coordinator for the voluntary sector across the whole of North East London.

## **Havering Healthwatch Limited Minutes of a Members' Meeting**

### **St Georges**

The building development plan is on track. There is huge support for this project, and Zina Etheridge the new CEO at ICB is now joining the Project Board.

At the present time we are waiting for the final tenders to come in from outside companies. The board has discussed the possibility that bids could come in slightly higher due to the international crisis. There are contingency arrangements in place and presentations from all bidders were very positive.

Health and Wellbeing is a large part of the role that the new St Georges service will be offering and Charlotte Griffiths, from BHRUT, has been appointed as Operations Manager for the Clinical Modelling and is keen to work with us as she develops the model. There are two practices which have now been identified who are keen to move to the site.

### **PPG's**

**Ian** has been having conversations with Melissa Hoskins from the CCG about working with PPGs.

The CCG is relaunching its Patient Engagement Forum, which has not met for two years, and it seeks to revitalise the PPGs although it realises there is much to do on that issue. Possibly there may be an opportunity to support the GP practices

Development of a PPG for the new St Georges site is an exciting opportunity, so we very much hope that we will be asked to support this.

The voluntary sector's contribution, is also a large part of the work for St Georges, and will be vital in helping to design and implement a health and wellbeing approach that really works for the local community and those individuals who the various voluntary sector partners represent. A possible example of this is Dementia care as these fits so well with the transfer of work from BHRUT regarding Older People and Frailty service.

We will need to discuss with COMPACT how can we best support them later in the year when the planning moves to designing the delivery of the service

### **Rainham Practice.**

I have visited the practice and have written a report on the meeting which has been shared with the CCG. The key areas are the infrastructure of the practice which belongs to NELFT, poor behaviour by new patients.