

Board meeting minutes, 10th May 2021
10.30am - 12.30pm
Meeting via zoom call

Present:

Chris Brackley (CB)	Chair
Judith Bromfield (JB)	Vice Chair
Agnes Crutchard (AC)	Board member
John Cunningham (JC)	Board member
Robert Peacock (RP)	Board member
Pat Southgate (PS)	Board member
Ashley Green (AG)	CEO

Apologies:

Beverley Proctor (BP)	Board member
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Agenda Item	Item Details
1	<p>Welcome, apologies & remarks CB welcomed everyone to the meeting and informed people that JC would be joining the meeting approx. 15 mins late.</p>
2	<p>Minutes & Actions Points</p> <p>CB went over the minutes from the April Board meeting - which everyone present agreed with and accepted.</p> <p>Action from 26th October Board meeting</p> <p><u>All Board members & AG to have completed DBS checks if not already completed</u> ACTION: AG & Board by end of Dec AG updated the group on progress with the DBs checks and said that the only outstanding ones were from JC and RP. RP said that Lada had called him earlier and they would speak later. AG said that he would liaise with JC. JB said that she would complete a new DBS check and would contact Lada.</p> <p>Action from 11th January Board meeting</p> <p><u>Investigate benefits of opening a GOLD account with CAFBank to invest our surplus funds</u> ACTION: JB by Feb Board meeting JB confirmed at the February Board meeting that she would bring the application forms to complete when we all next met face to face.</p> <p>Actions from 15th February Board meeting</p> <p><u>Review terms of reference / service of trustees as part of policy / governance review</u> ACTION: AG by end of May AG said that this would form part of the policies/procedures review that he and JB would undertake.</p>

	<p>Actions from 12th April Board meeting</p> <p><u>Put process in place to undertake a skills audit of the trustees to establish gaps/need for new people</u> ACTION: JB by June/July JB said that she had been in contact with and received a ‘governance survey’ from HWE which would be a good start to begin an audit of the Boards abilities, contributions etc. JB said that she would send the form out to all trustees to complete.</p> <p><u>Send rural communities report to wider audience, including RPs suggestion (York trust - travel & transport)</u> ACTION: AG immediately AG said that he had completed this, but also that he hadn’t heard back from the contact from RP. RP said that he had found out that the transport group that he had been thinking of was a private provider, and that maybe this wasn’t the best group/person to approach. RP said that he would send AG a more appropriate contact to forward the report to.</p> <p><u>Put together ideas/info on PPGs for discussion at next Board meeting</u> Action: CB by May Board meeting CB said that he hadn’t done this yet but had received some contacts from AG of other HWs that had been working with PPGs and that he would contact these to see what they were doing. He said that he had begun to make progress with his own PPG which he had just joined and the group had confirmed meeting dates for the rest of the year. CB said that he would report back on all of this at the next Board meeting.</p> <p><u>Complete final year accounts by June</u> Action: JB by June JB said this was on track and she planned to send all the financial documents to our accountant by the end of next week.</p>
3	<p>End of year NYCC contract report 2020-21</p> <p>CB said that he, AG and JB had held a good meeting with NYCC [Daniel] last week and they were happy with our progress and work.</p> <p>AG said that he and NYCC were pleased with the number of reports that we had produced over the last year, and particularly in the last six months which boded well for the future. AG also said that our digital reach from our website had been extremely pleasing as this had increased significantly, and while this might have been expected due to COVID, much of the increase had been down to ensuring the information provided was tailored to need.</p> <p>AG said that another success over the last six months had been our improved relationships with the health / social care sector which was now beginning to pay dividends as we were being sought out by groups and organisations to be involved in and contribute to pieces of work.</p> <p>AG said that NYCC had been pleased with our volunteer involvement and that they had put us in touch with their volunteering team to see if they could help/share any resources. PS said that it was important that we recognised and thanked our volunteers</p>

	<p>for their contributions, and she said that we should [as a Board] meet with our volunteers to thank them. JB said that next month was Volunteers Week and this could be an opportunity to thank them, and that NCVO had resources, such as certificates that we could use. AG said that Lada had included in April's volunteer newsletter options for our volunteers to come together virtually for Volunteers Week, and JB & PS said that this could be an opportunity to ask how and/or if our volunteers wanted to come together and for what. PS said that she would be happy to help in anyway if need be.</p>
4	<p>April activity summary</p> <p>AG summarised the 'highlights, successes & challenges' from the activity summary which included the work that was being undertaken with dental commissioners to deliver a number of focus groups for Scarborough residents. AG said that frustratingly, the focus groups hadn't taken place in April due to 'purdah'; and local elections, had then been rescheduled to May, and had now been moved to June. AG said that they were receiving a lot of interest from Scarborough residents to take part in the focus groups, as well as interest from the local Scarborough media. RP said that it was a national scandal that people couldn't access NHS dentists across the country, and particularly Scarborough. He said that he was lucky to be registered with one of the last NHS dentists in the area. AG said that they planned to produce a specific report on dentistry that could be used with commissioners & NYCC to help highlight the problems.</p> <p>AG commented that they were now experiencing slow uptake from the care homes to participate in the interviews as part of the care home project, with only two people to date having come forward to take part. AG said that they are speaking with the care homes to see how they can encourage more participation. JB said that maybe we could consider reaching the public and families via external promotions and surveys, rather than going through the care homes. AG said that he would keep everyone updated.</p> <p>AG said that he had met with the NY CCG Commissioning Manger for Children & Young People to discuss his ideas around Young Healthwatch, and from these discussions had been asked to be involved in the development of the CCGs & NYCCs new children's mental health strategy which they are just starting. AG said that he had begun work with his team to shape how Young Healthwatch might look and worked on a theory of change model to help set the direction and ideas.</p>
5	<p>Population / health inequalities (presentation)</p> <p>AG shared the one page presentation that Ashley Overton-Bullard had put together for the Board and said that the data was from the NYCC JSNA profiles. AG said that the presentation was meant as a guide to help us understand the landscape we were working in and help to identify those districts [and wards] in North Yorkshire with high levels of inequalities.</p> <p>Both CB and JB said that this a good start and a helpful pointer for our work. JB said that it might be helpful when we begin to undertake new pieces of work to look deeper into specific domains such as housing, employment etc. to help us understand the wider health determinates. PS said that the Kings Funds regularly produced information around this that could be helpful.</p>

	<p>RP asked when the data was from, as he said that he had been trying to get more up to-date information on stroke services between Scarborough and York, as he would like to see the wider impact of this for the population of Scarborough.</p> <p>AG said that he would share the presentation with everyone.</p>
6	<p>Draft workplan & priority areas for 2021-22</p> <p>AG briefly talked over the workplan and said that of the things that he still needed to do was agree the outcomes going forward and acknowledged that this was a 'living document'. AG said that there was a need to produce strategic plans for a) our engagement and networking and b) our marketing and communications work. AG said that he would be working with the relevant team members on these, but he would welcome any contributions from trustees who were experienced or interested in these pieces of work. CB said that maybe JC could help with the marketing and coms plan, which JC agreed. AG & JC agreed to liaise with each other about this.</p> <p>JB acknowledged that the plan focused on outputs and there was a need to ensure we demonstrated our impact, which AG agreed with. AG said that he didn't want the workplan to be target focused on the outputs, but did want to provide more detailed activity, such as greater detail around the types of intelligence that we were receiving to the Board.</p>
7	<p>Policies & procedures</p> <p>CB asked if everyone had looked over the three policies that had been reviewed, and if everyone was happy to accept these. There were no comments, other than JC asking for clarity over the difference between a declaration of interest and a register of interests, which JB explained.</p> <p>JB said she would send around a declaration of interest form for all the trustees to complete.</p> <p>The Board unanimously agreed the three policies of:</p> <ul style="list-style-type: none"> - Conflict & declaration of interest - Complaint's policy - Trustee code of conduct
8	<p>Summary of April financial accounts & progress for end of year accounts</p> <p>JB gave an overview of the end of year accounts and highlighted that income for the year was £167,625 which included the NYCC grant. Expenditure was at £129,219. She said that the surplus was slightly higher than predicted due to underspend for example on staff salaries, travel, rent etc. and this was £38,405.</p>
9	<p>Summary & end</p> <p>CB said that Richard Webb, Corporate Director Health & Adult Services, NYCC would be joining us at our next meeting in June and asked what we would like him to present, and for the Board to think of questions that we may like to ask him. AG said he would want Richard to give us an overview of the council's priorities for health and social care</p>

	<p>and how we could contribute to supporting these. AG said that he would get in touch with Richard prior to our meeting. JC said that he saw this as an opportunity for us to also promote our work to Richard and demonstrate the breadth of work that we were undertaking, and our focus on health inequalities.</p> <p>PS said that she would still like a list of who the key people are that we're working with and their titles.</p> <p>AG gave a brief update on the two job adverts as they had closed that morning and said that 17 applications had been received for the Network & Engagement post and 6 for the Marketing, Communications & Business Support post. In total he had shortlisted 6 people for interview next week. JC asked if he could see the JDs for the roles.</p> <p>JB said that AC would be joining us [AG, JB & PS] for the Marketing, Communications & Business Support Officer interviews, but unfortunately BP wasn't able to join us for the Network & Engagement Officer interviews.</p>
	<p>Date of next meeting Monday 14th June, - 10.30am to 12.30pm</p>

	Date	Outstanding actions	Who	When	Comments
1	11/01/21	Investigate benefits of opening a GOLD account with CAFBank to invest our surplus funds	JB	By Feb Board meeting	JB suggested that she brings application forms to complete when we all next meet, post lockdown. (15/02 Board meeting)
2	15/02/21	Review terms of reference/service of trustees as part of policy/governance review	AG	By end of May	
3	12/04/21	Put process in place to undertake a skills audit of the trustees to establish gaps/need for new people	JB	By June/July	JB agreed to send out the governance survey to all trustees (10/05 Board meeting)
4	12/04/21	Put together ideas/info on PPGs for discussion at next Board meeting	CB	By May Board meeting	CB to report back on this and his involvement in his local PPG at the June Board meeting (10/05 Board meeting)
5	12/04/21	Complete final year end accounts by June	JB	By June	
6	10/05/21	Identify new contact for AG to send our Rural communities report to	RP	Immediately	
7	10/05/21	Send population / health inequalities slide to everyone	AG	Immediately	
8	10/05/21	Arrange to meet/discuss a strategic plan for marketing & coms	AG/JC	By June Board meeting	
9	10/05/21	Send declaration of interest form to all trustees to complete	JB	By June Board meeting	
10	10/05/21	Contact Richard Webb prior to him attending our June Board meeting to clarify his talk	AG	Immediately	
11	10/05/21	Produce a summary of key people & titles - of those people that we liaise with (for Pat)	AG	By June Board meeting	
12	10/05/21	Send JDs for the two advertised roles to JC	AG	Immediately	