

Board meeting minutes, 12th April 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
Beverley Proctor (BP)	Board member
Pat Southgate (PS)	Board member
Ashley Green (AG)	CEO

Agenda Item	Item Details
1	<p>Welcome, apologies & remarks CB welcomed everyone to the meeting.</p> <p>CB said that he had completed a Performance Development Meeting (PDM) with AG and that objectives had been set for the next three months up to June. Similarly, he confirmed that AG had completed PDMs for his team with objectives agreed.</p> <p>CB mentioned that AG had spoken with Richard Webb, Director of Health & Adult Social Care, NYCC and that this had been both positive and productive, with AG being invited onto the Directorates Leadership group.</p>
2	<p>Minutes & Actions Points</p> <p>CB went over the minutes from the March Board meeting - which everyone present agreed with and accepted.</p> <p>Action from 1st September Board meeting</p> <p><u>Bank Mandate to be signed by AG</u> ACTION: JB by mid-October AG confirmed that he had received and signed the bank mandate form and posted to CAF Bank. PS said that she couldn't recollect signing the form, so AG said that he would check as he had retained a copy.</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 said that Lada had contacted those people who required a DBS check, and that he would confirm with her the progress and outstanding issues.</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><u>Undertake costs analysis of new Business Support Officer post and increased salaries + revised JDs</u> ACTION: AG/JB by 1st week of March Completed</p> <p><u>Undertake an options appraisal on our data analysis software & report findings to the Board</u> ACTION: AG by April Board meeting Completed.</p> <p><u>Send GP website health check report to GP practice managers</u> ACTION: AG by end of February Completed.</p> <p><u>Arrange meeting with potential new trustee - include CB, AG & JC</u> ACTION: CB by March Board meeting CB said that the person was no longer interested in being a trustees. JB commented that it would be beneficial to undertake a skills audit of our trustees to ensure that going forward we recruited on need. Additionally, PS mentioned that the York Housing Association undertook annual Board effectiveness appraisals.</p> <p>Actions from 8th March Board meeting</p> <p><u>Invite Richard Webb to future Board meeting</u> ACTION: CB by next meeting Completed. CB said Richard had been invited to the June Board meeting.</p> <p><u>Ask Kevin Sinfield if his presentation can be shared with the Board</u> ACTION: CB immediately Completed.</p>
3	<p>March Board report</p> <p>AG summarised the ‘highlights, successes & challenges’ from the Board report which included the work that they had been undertaking with dental commissioners to deliver a number of focus groups for Scarborough residents, which were planned for April. AG said that it was good that these relationships had been developed and that HWNY would work in partnership with the commissioners over the next year to support the establishment and commissioning of a new NHS service in Scarborough.</p>

	<p>AG said that they had received a good response to the GP website report that was launched in February, and that they were working with all three CCGs across N Yorkshire, to support them (where required) with the implementation of the recommendations in the report.</p> <p>AG said that they had formally launched the Rural Communities report which was initially undertaken in early 2020 but had recently been reviewed/updated by the current Research & Intelligence Officer. AG said that the report has been shared with NYCC and the NY Rural Commission for info, but that he was reluctant to share/promote more widely as the insight gathered wasn't particularly strong (small cohort, nothing specifically new was highlighted). Both RP and JC said that we should still promote to stakeholders as the findings reinforced existing issues, and RP suggested sending the report to York NHS Trust and the person who dealt with travel and transport. Additionally, AC said that the report could act as an opportunity to explore/expand on some of the topics highlighted in the report with different stakeholders.</p> <p>AG said that they had also completed the report for Humber Coast & Vale HCP, which was part of the Scarborough Acute Services Review - which involved the delivery of focus groups with refugees, East European community and discussions with a representative of the LGBTQ+ community.</p> <p>AG said that he was pleased to say that due to the relationship building over the last few months (with Trusts, commissioners, CQC etc.), HWNY was being invited to join and participate in more and more working groups, collaborative opportunities, as well as being asked to provide public insight and feedback. And whilst this was really positive it was now reaching a stage that due to being under staffed it was beginning to be difficult to fully contribute to and take part in all the pieces of work. He said that once the staff roles had been agreed - then this would help the situation.</p> <p>Finally, AG said that our volunteers had continued to play an important role in our work and as an example, seven of them had been working on the WY&H HCP engagement report which should be completed by the end of April. Plus, the volunteer network contributed to our response to the York NHS Trust dementia strategy consultation.</p>
4	<p>Interim plan on a page, priorities for 2021/22</p> <p>AG talked over the plan on a page that had been shared with the trustees and said that these were his initial thoughts based on business as usual and what he had agreed with his team at their PDM. He said that he would be discussing this with his team and then begin to shape these into SMART objectives for the coming year, that he would report on.</p> <p>JC highlighted the importance of non-digital communication [as part of the Marketing & reach] and suggested that this should be included. Additionally, JB said that we should also include activities around supported / influencing service re-configurations.</p> <p>AG that he would aim to have a final draft copy of the work priorities to be shared and agreed at the next Board meeting in May.</p>
5	<p>Staff structure - roles and salary</p>

	<p>AG summarised where we were up to regarding the staff structure & salaries and said it was important that we agreed this today. He said that questions had been raised about the suitability of combining the admin duties with the Coms post, and also the need for an engagement officer due to the impact of COVID. AG responded by saying that he had reviewed the roles and the Coms post was the most logical and able, due to capacity, to take on a number of the admin duties. The main one being the key point of call for enquiries by phone, email etc.</p> <p>JC said that the previous post holder had said that they didn't have the capacity to undertake any admin functions, especially as this post holder was responsible for the report writing which took up a lot of time. AG responded by saying that this role no longer wrote the research reports, and that this had been done in the past due to the inadequacies of the previous Research & Intelligence Officer.</p> <p>AG said that he did not see the engagement post fulfilling a similar role to the past one, such as spending large amounts of time travelling and participating in small community events (ie: standing in a field with a gazebo). But would rather be joining and contributing to NHS/social care working groups, working with and gathering patient feedback via existing networks, and targeting specific engagement opportunities across the seven districts. JC said that he felt the volunteer and engagement roles were similar and asked if they could be combined. AG said that he felt the roles were different and that having one role wouldn't provide the capacity for what he envisaged these two roles undertaking.</p> <p>PS said that she was happy to go with AGs recommendations and felt that the trustees should back his views and suggestions. BP agreed and highlighted that the roles and recommendations had originated from the task review that was completed in February. The Board all agreed the staff recommendations proposed by AG.</p> <p>The Board then discussed the salaries which had been split between £23-24,000 between different roles. JC felt that all the roles should be paid at the same level, and JB said that one of the reasons for the difference had been down to reducing the budget. The Board unanimously agreed that all roles should be paid at the same level of £24,000.</p>
6	<p>Qualitative data software review - recommendations</p> <p>The Board all agreed to the paper presented and that we should proceed and change our qualitative data software to MAXQDA. AG said that he would inform Ashley (Research & Intelligence Officer) and begin the process to do this.</p>
7	<p>Discussions on working with PPGs</p> <p>CB acknowledged that there wasn't time to discuss this but that he would look into this work in time for the next meeting and identify a number of issues/areas for us to discuss and see how this could link with our work.</p>
8	<p>Finances</p> <p>JB said that she hadn't produced a summary sheet this month, as this would be the final years accounts that she would now be working on. She said that she planned to</p>

	<p>send all the financial documentation to the accountants in the next month and to have the final year end accounts completed by June.</p> <p>JB mentioned that she (and Ashley) would begin to work through the policies and procedures, and that she would like to bring a number of these to each Board meeting for authorisation. And she would like this as an agenda item each month.</p>
9	<p>Date of next meeting Monday 10th May 2021 - 10.30am to 12.30pm</p>

	Date	Outstanding actions	Who	When	Comments
1	26/10/20	All Board members & AG to have completed DBS checks if not already completed	AG, Board	By end of Dec 2020	AG said that he would follow up with Lada to see how this had progressed. (12/4 Board meeting)
2	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)
3	15/02/21	Review terms of reference/service of trustees as part of policy/governance review	AG	By end of May	
4	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	
5	12/04/21	Send rural communities report to wider audience, including RPs suggestion (York trust - travel & transport)	AG	Immediately	
6	12/04/21	Complete draft workplan objectives to share with Board for approval	AG	By May Board meeting	
7	12/04/21	Put together ideas/info on PPGs for discussion at next Board meeting	CB	By May Board meeting	
8	12/04/21	Complete final year end accounts by June	JB	By June	