

**Board meeting minutes, 14<sup>th</sup> June 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	(joined late)
Robert Peacock (RP)	Board member	(joined late)
Pat Southgate (PS)	Board member	
Beverley Proctor (BP)	Board member	
Ashley Green (AG)	CEO	
Ashley Overton Bullard	Research & Int. Officer	(joined for section 4)
Lada Rotshtein	Volunteer Officer	(joined for section 4)

Agenda Item	Item Details
1	<p><b>Welcome, apologies &amp; remarks</b>            CB welcomed everyone to the meeting and informed people that JC and RP would be joining the meeting late, and that Ashley and Lada would be joining for the presentation by Richard Webb.</p>
2	<p><b>Minutes &amp; Actions Points</b></p> <p>CB went over the minutes from the May Board meeting - and commented on an error on page 2 saying that he had joined his PPG as chair - which was incorrect. AG said he would amend.</p> <p>Other than this everyone present agreed with and accepted the minutes.</p> <p><b>Action from 11<sup>th</sup> January Board meeting</b></p> <p><u>Investigate benefits of opening a GOLD account with CAFBank to invest our surplus funds</u>  <b>ACTION: JB by Feb Board meeting</b>            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><b>Actions from 15<sup>th</sup> February Board meeting</b></p> <p><u>Review terms of reference / service of trustees as part of policy / governance review</u>  <b>ACTION: AG by end of May</b>            See section 6.</p> <p><b>Actions from 12<sup>th</sup> April Board meeting</b></p>

	<p><u>Put process in place to undertake a skills audit of the trustees to establish gaps/need for new people</u>  <b>ACTION: JB by June/July</b>  JB said that the governance survey had been included as part of the new trustee policy (section 6) to be discussed later.</p> <p><u>Put together ideas/info on PPGs for discussion at next Board meeting</u>  <b>Action: CB by May Board meeting</b>  (See section 5)  <b>Completed</b></p> <p><u>Complete final year accounts by June</u>  <b>Action: JB by June</b>  JB said this had been completed and she would send the financial documents to our accountant this week. She also said that she had provided AG with a summary of the end of year finances should he need these for the Annual review.  <b>Completed</b></p> <p><b>Actions from 10<sup>th</sup> May Board meeting</b></p> <p><u>Send population health inequalities slide to everyone</u>  <b>Action: AG immediately</b>  <b>Completed</b></p> <p><u>Arrange to meet &amp; discuss a strategic plan for marketing &amp; coms</u>  <b>Action: AG/JC by June Board meeting</b>  AG said that he had liaised with JC and that they would meet to discuss this once the new website had been launched and Ruth was in post.</p> <p><u>Send declaration of interests form to all trustees to complete</u>  <b>Action: JB by June Board meeting</b>  JB said that this had been sent and she asked that all trustees complete this and return to her.  <b>Completed</b></p> <p><u>Contact Richard Webb prior to him attending our June Board meeting to clarify hid talk</u>  <b>Action: AG immediately</b>  <b>Completed</b></p> <p><u>Produce a summary of key people &amp; titles - of those people that we liaise with (for Pat)</u>  <b>Action: AG by June Board meeting</b>  <b>Completed</b></p>
3	<p><b>Board report for May</b></p> <p>AG summarised the report by firstly saying that he had been successful in recruited into the two vacant posts - Gemma to the post of Marketing, Coms &amp; Business Support Officer (our current interim post) and Ruth Stockdale to the post of Network &amp; Engagement Officer. AG said that Ruth starts with us on the 5<sup>th</sup> July and has been working for the MS Society.</p>

	<p>AG said that there had been delays in delivering the dental focus groups in Scarborough but that these would now take place this month. He said on the back of HWE's dental services report this month he had appeared on BBC Radio York to speak about the report and highlight the dentistry issues in North Yorkshire. AG said that they were now working on their own dental report that would include representation from the public, commissioners and dentists, and hoped that this would be ready for the end of June.</p> <p>AG said that this month they had launched their COVID-19 summary feedback report (Dec 2020 - March 2021). Initial feedback has been positive from our stakeholders including NYCC, NYCCG &amp; VoYCCG and it has been distributed widely via our contacts across health &amp; social care, e-newsletters and social media.</p> <p>AG said that we'd also produced our first printed public newsletter this month (spring edition) which will be distributed across the county - via all the public libraries and a large number of GP practices. He said that 1,500 copies had been produced. BP suggested that we should send the newsletter to MPs in the county and local councilors, and CB said we could also try GP practice managers / practice leads.</p> <p>Finally, AG said that there had been unfortunate delays in progressing the care homes project - as they had hoped to have started the interviews this month with staff, residents and family members. He said that these delays were due the continued work levels and pressure within the care home sector, which BP agreed with. AG said that despite this they were interviewing this week care home managers so the project was progressing and efforts were being made to overcome any obstacles.</p> <p>AG agreed to liaise with BP to see if she could help in any way.</p>
4	<p><b>Presentation &amp; discussion with Richard Webb, Corporate Director for Health &amp; Adult Services</b></p> <p>Richard Webb gave an enlightening presentation summarising the current and future priorities for his directorate, which also included a summary of how the pandemic has affected NY, including an update on the vaccination programme. He also spoke about the forthcoming decision on the local government reforms which is due soon, and areas that HWNY could support the county council on in the future.</p> <p>After the presentation, a number of those people present put forward questions to Richard.</p>
5	<p><b>PPG update</b></p> <p>CB said that he had joined his GP practice's PPG and at the last meeting the lead GP attended the meeting, which was good, and that the PPG had dates set now for the rest of the year to meet. He said that AG had contacted HW Doncaster who had been facilitating PPG networks. AG said that he was beginning to build links with Primary Care Networks and thought that these in the future could also support or work with PPGs, and that there were future opportunities with both of these to seek patient feedback and work together.</p>
6	<p><b>Policy review - new policy for Trustee's recruitment, roles &amp; responsibilities</b></p>

	<p>AG &amp; JB briefly summarised the policy, and it was agreed that as the Board hadn't had very long to review it, that those present should send their thoughts or additions/amendments to AG &amp; JB before the next meeting for them to bring this back to the Board for agreement in July.</p>
7	<p><b>Discuss plans for AGM</b></p> <p>CB said that he and AG had spoken about this and come up with the idea of hosting this online once the Annual review was completed (end of June) and this could include a summary of activities and achievements for the past year, and a piece on our plans for this year. He said we could explore inviting a volunteer or member of the public who had benefited from our work, and also an external speaker that he knew who had been a previous CEO for Teesside Hospice. AG said that he wanted to give attendees an opportunity to ask questions and he would invite people to submit questions beforehand.</p> <p>BP suggested holding a panel to answer the questions, which could include external stakeholders, and JB suggested this could include a local councilor. It was agreed by all that this was a good idea.</p> <p>AG suggested that we hold the AGM in late July or early August, and BP suggested we hold it later in the day to allow more people to attend as well as the panel representatives. AG said he would send around a doodle poll for possible dates to hold the AGM.</p>
8	<p><b>Summary &amp; end</b></p> <p>AG said that going forward we would provide quarterly financial summaries, as we hadn't produced one for May. JB said that Gemma would be trained on the new finance system, so we would be able to produce reports from this going forward.</p> <p>CB asked about the new premises and AG said that he and JB were reviewing the license and that he hoped that this would be completed soon, and that we could begin to use the meeting rooms from July.</p>
	<p><b>Date of next meeting</b> Monday 12<sup>th</sup> July 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	Board agreed that this would be brought back to the July Board meeting for agreement (14/06 Board meeting)
3	10/05/21	Arrange to meet/discuss a strategic plan for marketing & coms	AG/JC	By June Board meeting	AG said that he & JC would meet in July to discuss this. (14/06 Board meeting)
4	10/05/21	Send declaration of interest form to all trustees to complete	JB	By June Board meeting	Completed - all trustees to send form back to Judith. (14/06 Board meeting)
5	14/06/21	Speak with BP to see how she could help with the care home project	AG	Immediately	
6	14/06/21	Send a copy of spring newsletter to MPs and councillor's	AG	Immediately	
7	14/06/21	Send around doodle poll for peoples availability for the AGM	AG	Immediately	