

Board meeting minutes, Monday 24th January 2022

10.30am -12.30pm
Meeting via zoom call

Present:

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

Agenda Item	Item Details
1	<p>Welcome, apologies & remarks JB welcomed everyone to the meeting and said that the agenda items would be taken in a different order to ensure that AC could contribute as she had to leave temporarily to attend a work meeting.</p> <p>JB said that at future meetings we should include ‘declaration of interest’ as a standing agenda item.</p>
2	<p>Trustee recruitment AG said that he had spoken with all three identified candidates who had all expressed an interest in becoming a trustee with HWNY. AG confirmed that the next step would be to arrange a formal meeting with himself and trustees and the candidates - so all parties could meet and explore if the candidates met the required skill set that would aid our work and if the trustee role fitted the expectations and interests of the candidates.</p> <p>AG said that he would arrange a date in February to meet (preferably a Monday), and all those trustees available would attend.</p>
3	<p>Planning & ideas for 2022/23 work plan AG summarised the document that had been shared prior to the meeting highlighting the team’s ideas for continuing the current workplan and new opportunities. All those present discussed the ideas and topics of work and agreed that:</p> <ul style="list-style-type: none"> - <u>Care homes</u>, we should consider undertaking a rapid review of the workforce issues facing the care sector, including domiciliary care - to understand the key themes, before embarking on a larger scale piece of work. Explore possible options of collaborative work, for example with Age UK or the CAB. - <u>Dentistry</u>, agreed to keep dentistry as an ongoing topic / piece of work as it’s a significant issue nationally and one that impacts on the people of NY. Evaluate what comes from the HCV dentistry group, in terms of new pieces of work/opportunities, alongside the work we’ve identified to undertake (case studies report & procurement). - <u>Scarborough & Selby</u>, use the Scarborough report/findings and planned Selby report (March/April) to identify any key issues that we should undertake further

	<p>exploration in. Consider undertaking a piece of work around the transport issues facing Scarborough patients.</p> <ul style="list-style-type: none"> - <u>Continence</u>, all those present agreed that this could be an important and interesting piece of work, but that we should undertake a brief scoping exercise to identify the major issues (ie: service provision, people affected etc.) before starting this work, to ensure we have maximum impact. <p>It was agreed that to help assist us in identifying key projects/priorities for 2022/23 we would use the findings and data from our pulse reports, as well as mapping what public insight we had received over the past year. We would also involve our volunteer network to identify key issues that they recognised and include the new trustees (if appointed) in these discussions. We also highlighted a need to consider new emerging themes that may affect future health and social care services in North Yorkshire, which could be sought for example by the Kings Fund.</p> <p>It was agreed that we should all meet in March (F2F or virtual) to discuss and agree our workplan for next year. Additionally, we would explore if our volunteers also wanted to come together.</p> <p>JB said that she and AG would meet to discuss the budget for 2022/23 and then seek agreement from everyone at the March meeting.</p>
4	<p>Progress on Humber & North Yorkshire ICS</p> <p><u>NHS App</u> - AG reported that they had not yet received the marketing materials (video, poster & leaflets) that were being arranged by the ICS (via an external marketing company) so no pro-active marketing had taken place yet - for the NHS App work, other than a small amount of social media and inclusion in our e-newsletter and promotion at virtual engagement events.</p> <p>AG said that once the marketing materials had been received a full marketing & engagement plan would be put together. Confirmation on the amount of funding (between £10-15k) and how/when this would be received had not yet been confirmed.</p> <p><u>Core20plus5 community connectors</u> - AG said that he and the other HCV HWs had contributed to discussions with the ICS who were putting together an EOI to NHSE to deliver the Core20plus5 community connector programme. Funding would be £80k per year over 3 years. AG said that he had identified Scarborough and Craven as areas of deprivation to focus on. RP said that it would be beneficial to use the index of multiple deprivation (IMD) to drill down into specific wards in these areas.</p> <p><u>Meeting with Chair / CEO of ICS</u> - AG said that a meeting was scheduled with the new Chairperson and CEO of Humber & North Yorkshire ICS between him, HW York and Hull CVS in early March to discuss HW's involvement and support, particularly in supporting the ICS in fulfilling its duties around engaging with and involving people and communities in decision making. AG said that they intended to ask for financial support to fulfill this role, and AC suggested that it might be helpful to have multiple offers of what we could provide for a specific budgets.</p> <p>AG said that he was meeting an ICS Associate Director next week, to make them aware of what we [& all six HWs in HCV] would be asking for at our meeting with the Chairperson and CEO, for example a seat on the ICB and ICP. Plus, inclusion on the local partnership boards.</p>

5	<p>Minutes from the December Board meeting JB and all those present, agreed with and accepted the minutes from the Board meeting in December.</p>
6	<p>Confidential information / actions JB reported that there were no confidential items to be discussed.</p> <p>JB & AG went over the action log of which the majority of actions had been completed, those not complete were to be carried forward to complete in the coming months.</p>
7	<p>Q3 Board report (Oct - Dec 2021) AG briefly went over the quarter 3 Board report and highlighted that we had been shortlisted for a national HWE award in November where we had received a ‘highly commended’ recognition for our engagement work in dentistry.</p> <p>He highlighted that they had collaborated with North Yorkshire CCG & East Riding CCG to deliver a number of online engagement events to promote the stroke services in NY. AG said that while it was positive to have supported these events, he was disappointed that the CCG was yet to release the Q&A document and survey report, especially as the events had taken place over two months ago, and despite numerous phone calls and emails to the CCG chasing this. RP said that this was damaging our [Healthwatch North Yorkshire] reputation in Scarborough and was affecting our standing in the community.</p> <p>AG suggested that he would contact the Head of Engagement & Coms at NYCCG to escalate the issue and if there was no resolution, he would then write a formal letter from HWNY to the CCG asking for this issue to be resolved, as well as conveying our dissatisfaction.</p> <p>AG said that they had taken part in two NHS dental procurement panels for new services and that he was undertaking a third next month for new services in Scarborough. He said that he expected to continue supporting the NHS in this procurement role throughout this year.</p>
8	<p>Summary & AOB</p> <p><u>Data protection & confidentiality policy</u> - JB asked those present if they had any comments on the updated/reviewed Data protection & confidentiality policy. There were no comments, and all those present approved the policy. JB asked that in the future we add ‘policies’ to our Board meeting agenda’s so we can keep abreast of any policy we may need to update or review.</p> <p><u>Impact report</u> - AG said that he had been considering and discussed with PS the benefits of producing a document or report to detail the outcomes or impact of our work. PS said that she felt it was a really beneficial to do this, and that it was important that we demonstrated our impact to the public and our funders, and stakeholders. AG said that it wasn’t always easy as often the time taken to improve, change a service, for example based on our report recommendations could take a long time period.</p> <p>AG suggested that we could look at a two-year time period, which might help us to demonstrate our work, and that we could publish this at a similar time to our annual report due at the end of June. AG agreed that he would discuss this with his team.</p> <p><u>Future Board meetings</u> - all those present agreed that we would meet quarterly in the future and AG would set the dates against our reporting to NYCC and key pieces of work</p>

	that the Board had to agree and authorise. The Board would next meet in March to focus on agreeing the workplan for 2022-23.
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