

Board meeting minutes, Tuesday 18th October 2022
10.00am - 12.30pm
Cedar Court Hotel, Harrogate

Present:

Lee Adams (LA)	Chairperson, trustee
Pat Southgate (PS)	Vice Chairperson, trustee
Linda Wolstenholme (LW)	Treasurer, trustee
John Cunningham (JC)	Trustee
Ashley Green (AG)	CEO

Apologies:

Judith Bromfield (JB)	Trustee
Robert Peacock (RP)	Trustee

Welcome & apologies

LA welcomed everyone to the meeting and said that there were apologies from Judith and Robert, and that John would be arriving later in the meeting. LA informed those present that Agnes Crutchard had stood down as a trustee with immediate effect, due to work commitments. LA said that Agnes would still be happy to support or advise us with any research work.

Confidential matters & declaration of interest

LA said that there were no confidential matters arising.

PS confirmed that as part of her role as Vice Chairperson she would take over responsibility for overseeing and reviewing our policies and procedures, in collaboration with AG and other trustees and team. PS asked if AG could send her a full list of all the policies and procedures.

Minutes & Action log

LA and all those present, agreed with and accepted the minutes from the Board meeting in July. AG went over the action log of which the majority of actions had been completed and/or were to be discussed later in the meeting.

It was agreed that the outstanding actions for including 'children and young people' as an agenda item, as well as organising a separate Board meeting to discuss the ICS would be postponed until after the Board's strategy workshop in November, after which new dates would be agreed for these, if and when the Board felt relevant.

LW commented that whilst the AGM was successful the attendance numbers were less than the previous year and asked how we might increase participation next year, and could we hold the AGM as a hybrid model - face to face, as well as allowing people to join online. There was general consensus for this, but it was recognised that it would be dependent on the use of the right and reliable technology. Plus, there would be a cost to this in hiring a venue.

LA said that we could possibly hold the AGM as a mini conference and focus on a specific topic(s). AG and PS that our work on rurality would be a good area to focus on, as our report with York St John University would be produced in June 2023. It was agreed that this and the AGM would be included for discussion in our future strategy planning for 2023.

HR matters

AG said that we had successfully recruited Gemma's replacement with Craig having started on the 14th Oct and our new Business Support & Projects Officer, Helen, was due to start on the 24th Oct. Gemma had completed a comprehensive handover with Craig and we would provide an induction for both of them at our staff team meeting on the 24th Oct.

The three new JDs for the Chairperson, Vice Chairperson and Treasurer were discussed and agreed by those present.

AG confirmed that he was planning on invited Graham Brown to interview as a trustee in November, and he was arranging this. LA said that it would be good to have a volunteer representative on the trustee board, as well as a younger people's representative, and that we should explore this. LA said that we may also need to go to public advert in the new year to recruit other trustees, to ensure our board was as inclusive and diverse as possible, to reflect North Yorkshire's population.

Q2 Board report (July - September 2022)

AG briefly went over the Board report and highlighted that we had produced two reports in the last quarter including our NHS app report which summarised the work we had undertaken in promoting the NHS app across our community to help support people to access, register and use the app. Secondly, we completed our Registered Managers report for NYCC where we explored the challenges facing Registered Managers as well as their support and training needs. LA asked to see the Registered Managers report as AG explained that it hadn't been publicly released on our website as they were waiting for NYCC to produce a statement and action plan detailing how they would deliver on the recommendations, to be included as part of the report. AG said that he would send the trustees a copy of the report.

AG said that additional to these reports we had produced our Work & Impact report which detailed all our work and projects over the last two years, including our engagement activities, volunteering, communications reach and work with our partners and stakeholders. The report had been sent to our stakeholders, and we had received positive feedback from, for example NYCC.

AG said that they were progressing well with the mental health engagement work, and they had commissioned three MIND organisations in York, Harrogate and Scarborough to undertake the interviews with people with a severe mental illness. Plus, they were organising the focus groups with priority groups which had been agreed with the four districts, these included members of the farming community, young people transitioning into adult mental health services, neuro diverse people and services personnel and veterans.

LA commented that maybe we should have asked for more funding to cover our work, as she believed we under-sold our time and resource. LW asked if we were monitored the time spent on this work?

AG said that interviews had taken place for the research assistant who would be overseeing the York St John University rurality project which was due to begin in December and included a systematic literature review, survey, and focus groups. LA and PS said that this was an important piece of work for us and would hopefully contribute to the ongoing discussions and work for services and care across rural NY.

PS commented that it would be useful to have a summary of key achievements, work etc. at the beginning of the Board report. AG agree to include this in the next report.

Project updates

AG said that they were still in the research and information gathering stage of the continence project and were currently undertaking a number of surveys with individuals and healthcare professionals, and a service mapping review of continence services (supported by a volunteer), which would be completed by the end of November. This information would then be reviewed to agree next steps, with the idea of a report being produced in early 2023. All those present agreed that this was an important piece of work which would be valuable to both the public, providers, and commissioners.

AG said that a draft of the social care workforce report had been written which he would be looking over this week. He and the team had discussed sharing the report with MPs once completed, as the findings were relevant to national, as well as local policies. AG agreed to share the draft for comment to the trustees, and LA said it would be good to share with Richard Webb prior to release.

Quality Framework update

JC joined the meeting.

AG shared the Quality framework (QF) document which highlighted our progress against the actions we had previously agreed were required. AG said that our QF document had been submitted to Healthwatch England in the summer and that he had met with Delana Lawson, who was happy with progress against our agreed action plan. LA and JC suggested that we update the whole QF document as many of the actions required had now been completed and share this with trustees and Delana.

LA shared her paper on the format of the board and strategy workshop on the 24th November. All those present were happy with this, but JC said that unfortunately he couldn't make the date due to prior commitments. LA said that it would be difficult to agree a new date, and asked AG to see which trustees were able to make the date as a matter of urgency.

Healthwatch England update

LA gave a brief overview of the paper she had produced and highlighted that HWE were still focusing on dentistry as it remained a priority for the country, and they were undertaking a piece of work around the cost-of-living crisis. LA said that HWE had published a report into mental health concerns with 60,000 experiences shared with them from the public which had fed into NHS England work around the long-term plan.

Risk assessment

AG shared the risk assessment document, as it had been agreed to review this bi-yearly. Both LA and PS said that the format was quite complicated and that it didn't clearly highlight the actions required and mitigations. Those present agreed that there weren't any immediate risks identified that needed actioning, and that we would review the risk register as part of our governance and board development in 2023.

Safeguarding

PS said that she hadn't attended the last NY Adult Safeguarding Executive but that there was a further meeting in November. AG said that he had spoken with the NYSAB as they were keen to see how they could support and action our Accessible Information report's recommendations, which would be discussed at the November meeting.

PS questioned how relevant it was that she continued on the Executive group, as possibly it was more useful to be part of the coms/engagement group [which we are]. Plus, AG was a member of the NYSAB committee.

LA suggested that it would be worth us all - staff, trustees and volunteers - reviewing which meetings and networks we attended, and then agreeing which we needed to attend going forward. LW agreed with this, as she said she attends a number of meetings as a volunteer which staff also attend and asked if this was necessary. AG agreed to organise this for the strategy workshop in November.

Finance update

Those present reviewed the budget monitoring form produced by JB. LW said that she was keen to meet with the new Business Support & Projects Officer as soon as possible to begin setting up the finance systems and AG said he would organise this and speak with JB. LW said that she could now access the online banking system.

Those present agreed that we should consider how or if we spend some of the surplus funds, and LA asked AG to speak with his team and consider options for utilising the surplus. LA said that she and AG were meeting with NYCC for their contact meeting tomorrow and would be discussing budgets and funding after our existing contract ends in Feb 2024.

It was agreed that we would have finance and budgets as a major topic of discussion at our next Board meeting.

Louise Ansari, National Director of Healthwatch England (HWE) joined the Board meeting and took part in discussions with the trustees on our work and priorities and those of HWE.

Close.

Next Board meeting on Monday 16th January 2023, 10am - 1pm. TBC - hold in the community?