

**Board meeting minutes, Monday 11<sup>th</sup> October 2021**

**10.30am -12.30pm**  
**Meeting via zoom call**

**Present:**

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

**Apologies**

Robert Peacock (RP)	Board member
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Agenda Item	Item Details
1	<p><b>Welcome, apologies &amp; remarks</b>            CB welcomed everyone to the meeting.</p>
2	<p><b>Confidential information / actions</b>            CB and all those present agreed that all outstanding actions from the action log had been completed and would be discussed in the meeting.</p> <p>There were no other confidential matters arising to be discussed.</p>
3	<p><b>Minutes from the September Board meeting</b>            CB and all those present, agreed with and accepted the minutes from the Board’s last meeting.</p>
4	<p><b>Board report for September</b>            AG summarised the Board report which included the recruitment of new Research &amp; Intelligence Officer - Alicia who would be starting with us on Wednesday. AG said that Alicia is a recent psychology MSc graduate from York University, with experience in undertaking research with York University, Vale of York CCG and York CVS.</p> <p>AG said that they had launched the ‘mandatory vaccination’ briefing with HW York after undertaking a survey with the care home sector across the county and the city of York. The briefing had been picked up by Yorkshire Coast News radio and AG had undertaken an interview with them.</p> <p>AG said that the AGM held last month had been a success with 42 people (including staff &amp; participants) attending which compared favourably to AGMs held by NYCCG and the VoYCCG. General feedback from stakeholders and from our response survey was positive with the majority of attendees enjoying the AGM, with the standout speakers being the panel of experts and the volunteers.</p>

	<p>AG said that as a result of the dentistry work that they had undertaken [report &amp; recent focus groups] they had been invited to jointly participate in the NHS procurement evaluation for new NHS dental services in Helmsley/Thirsk, Sherburn/Tadcaster and Scarborough. This process, which will involve being part of the evaluation panel, will begin from next month. JB said that was a good opportunity to publicise our involvement and to monitor the outcomes going forward.</p> <p>AG said that they were part of a new Big Lottery funded project working with the Institute for Voluntary Action Research (IVAR) which is being led by Community First Yorkshire and includes NYCC, NYCCG, CVS and ourselves. The project entitled 'Connecting Health Communities in NY' is an 18 month project looking at solutions around rurality and transport and how people access health services.</p>
5	<p><b>AGM feedback</b></p> <p>AG briefly summarised the AGM feedback results which were in general all positive. He said that there had been an equal split of attendees between partner organisations, volunteers, staff/trustees and members of the public. And that the question was how we might run the AGM next year via webinar / virtual again, which might help a wider audience attend or hold it F2F? AG said that York HW had held there's both F2F and via zoom.</p> <p>CB said that he had received a number of positive emails about the AGM.</p>
6	<p><b>ICS summary document</b></p> <p>AG briefly went over the ICS document that he had produced. He said that he had begun to work with HW York to agree plans to jointly raise local NY and York issues with Humber Coast &amp; Vale (HCV) ICS to influence priorities &amp; decision making. Plus, he had had similar, but early, discussions with Community First Yorkshire about how we could jointly influence HCV ICS around NY health issues. AG said that he had met with the Programme Director for VCSE within HCV ICS to discuss HWNY involvement in the ICS and met with the Director of Strategy &amp; Integration, York &amp; NY Partnership to discuss HWNY membership on the York/NY Board &amp; our role in the VCSE leadership group.</p> <p>AG said that it was important to remain part of the WY&amp;H ICS as although Harrogate would be part of the HCV ICS from April 2022, Craven would remain a part of the new West Yorkshire ICS footprint. AG said that many NY residents received care/services in South Tees (James Cook hospital) which is part of NE Cumbria ICS, and asked the question how involved, if at all, we should be with this ICS? JB said it would be a good start to contact HW Middlesbrough who were the largest HW in that area to see what work they were doing to liaise with other HWs in that area and with the ICS?</p> <p>AG said that there wasn't an established working relationship between the HCV HWs (other than ours &amp; HW York), but that he and HW York would be meeting with all the Humber HWs later this week.</p> <p>AG said that he would keep the Board updated on progress being made with working with the HCV ICS.</p>
7	<p><b>Discussion on awayday agenda</b></p> <p>AG said that he thought it would be a good opportunity to discuss the HWE Quality Framework (QF) at the Board awayday. He said that now the policies were almost complete this was an ideal time to begin looking at the QF. AG said that he had spoken with Delana from HWE who had offered to attend and help to facilitate and support us.</p>

	<p>AG said that it might be a good idea to focus on covering 1 or 2 of the domains [there are six in total] in one day, and particularly the governance and decision-making domain. JB said that this was a good idea and that, if possible, we should try to cover all six of the domains. AG and the trustees present agreed with this.</p> <p>AG said that Delana wasn't available on the date that we had originally agreed (Friday 12 Nov) but that she was available on Monday 15<sup>th</sup> Nov when our next Board meeting was due. All present agreed that they could attend this date, and that we would now hold the Board away-day on the 15<sup>th</sup>.</p> <p>JB asked for AG to send around the QF on a page to all the trustees.</p> <p>CB noted that this was more a planning day than an awayday, and it was suggested by AG and a number of the trustees that we should consider holding a more informal meeting with the team and trustees, such as a Christmas lunch?</p>
8	<p><b>AOB</b></p> <p>As there hadn't been time at the last Board meeting CB asked AG to give an update to the trustees on the marketing &amp; coms plan and the engagement plan. AG said that Ruth was beginning to implement her engagement plan - which included sending out a monthly survey to individuals (approx. 120 had signed up so far) and a quarterly survey to organisations (approx. 30 had signed up). Alongside this she had been speaking with Harrogate District Trust and York &amp; Scarborough NHS Trust to identify individuals who would share their health/care experiences with us. Additionally, Ruth was planning to undertake focus groups in Scarborough next month.</p> <p>AG said that Gemma had been updating the website and was undertaking a review of our past social media contacts. Gemma was also organising a photo-shoot to get new photos for our website and materials. This was to be held on Tuesday 16<sup>th</sup> Nov in Harrogate with volunteers and staff, and AG said that it would be good if a number of trustees could attend [Chris would be attending] to meet and speak with the volunteers.</p> <p>AG said that he and Gemma had spoken about getting HWNY posters in all GP practices and local pharmacies to help promote us. PS said that her local GP Practice had a TV screen which showed different health information and she asked if this might be something that we could utilise. AG agreed to discuss with Gemma.</p>
	<p><b>Summary &amp; end</b>  Next meeting - Board planning day, Monday 15<sup>th</sup> November 10am - 4pm, Cedar Court Hotel, Harrogate</p>