

Board meeting minutes, Monday 6th December 2021

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
Ashley Green (AG)	CEO

Apologies

Agnes Crutchard (AC)	Board member
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Agenda Item	Item Details
1	Welcome, apologies & remarks JB welcomed everyone to the meeting and asked for any declaration of interest, of which there were none.
2	Confidential information / actions AG reported that the actions had been completed from the action log, except contacting HW Middlesbrough to see how they are working with the NE Cumbria ICS + other local HWs. AG confirmed that he would do this in the next month. There were no other confidential matters arising to be discussed.
3	Minutes from the September Board meeting JB and all those present, agreed with and accepted the minutes from the Board meeting in October.
4	Verbal update from CEO AG said that he was pleased to report progress with the HCV ICS as he had held a number of meetings with NHS colleagues involved in the development of the ICS and that a meeting was to be arranged with all the HWs across HCV with the new ICS Chair (Sue Symington) and CEO (Stephen Eames) in January. AG said that he was working with all the HCV HWs to agree a Memorandum of Understanding (MOU) and an offer document to work with the ICS to support their work on engaging people and communities. A meeting with all the HCV HWs was planned for Thursday. AG said that as a result of the discussions with NHS colleagues HWNY & the other HCV HWs had been asked to support a regional campaign to promote and increase uptake of the NHS App, of which each HW would receive between £10,000 -15,000. The campaign and funding would be from Dec - March 2022.

	<p>Alongside this, AG said that HCV ICS were intending on putting an expression of interest together to take part in a new NHS England project - Core20plus5 - which he said was a new approach to support the reduction of health inequalities both nationally and at an ICS level. The project would involve the six HWs across HCV. AG said that he would be attending a workshop this week to find out more and would report back to the Board.</p> <p>AG said that the new care home report had been written and he was just waiting to receive quotes for the press release from NYCC and the ICG, and that the plan was to then launch the report this week or next.</p> <p>PS and JC said that they felt the summary page could be improved to make it more concise and focused, as whilst the report was good the size of the content made it somewhat repetitive in some parts. AG agreed to re-look at the summary and wider report and share with PS and JC for their comments.</p> <p>AG said that they were having discussions with HW York and NY Disability to work in partnership to support a new HW England campaign to improve accessible information. He was pleased to say that the Recite Me accessibility software was now on the website, which would be monitored for usage and impact over the next year.</p>
5	<p>Notes and actions from the planning day (15th Nov)</p> <p>Those present agreed that the day had been successful and a good opportunity to meet each other face to face once again, as well as being able to reflect on our year's work and consider how we move forward. It was also agreed that having Delana Lawson attend from HW England was really helpful.</p> <p>The trustees and AG discussed the notes from the day and the resulting actions are detailed in the action log.</p>
6	<p>Skills audit</p> <p>AG went over the skills audit document that highlight where we [trustees] felt we had a good mix of experience and understanding, which included admin, change management, strategic planning, knowledge of the health/care system, and monitoring and evaluation. Similarly, AG highlighted where the trustees felt they had less experience, including campaigning, digital, information technology, fundraising and marketing.</p> <p>AG then highlighted areas that the Board would like to learn more about including business development, research & needs assessment, measuring outcomes and organisational development.</p>
7	<p>Trustee recruitment</p> <p>AG went over the document provided that summarised a number of candidates that had been identified as potential trustees including volunteers and external individuals. It was generally felt that there was an impressive pool of people that were well experienced and who would add real value to the Board.</p> <p>All present agreed that we should first identify a number of trustees, recruit these (via interview) before considering the role of chairperson, to give time for the new trustees to settle in, and to see if any if these new recruits would be suitable and/or interested in taking on the chairperson role.</p> <p>All present agreed that AG should approach the three identified candidates (x1 volunteer and x2 external candidates) to see if they were interested in being a trustee.</p>

	If so, interviews would need to be arranged for the new year to include AG and a number of the trustees.
8	<p>AOB</p> <p>It was agreed that trustees would pay for their own meal at the team Christmas lunch and they kindly offered to pay for drinks on arrival for the team.</p> <p>Dates for future Board meetings were discussed and it was agreed that AG would send around a date to meet in January where he would provide the Q3 (Oct - Dec) report to the Board on activity against objectives.</p> <p>Future Board meetings would be arranged quarterly after the completion of the appropriate quarterly report. If it was felt that additional meetings were required in between, these would be arranged.</p>
	<p>Summary & end</p> <p>Next meeting - January [date TBC].</p>