

Healthwatch Leicestershire Board Meeting Minutes
Wednesday 30 April 2014
9:30am - 12.15pm

Present: Chair: Rick Moore (RM), Vice Chair - Gillian Adams (GA), Sue Staples (SS), Mina Rodgers (MR), Fiona Barber (FB), Anne Collier nee Glasper (AC), Ian Clarke (IC) and Vandna Gohil (VG).

In attendance: Kevan Liles, Chief Executive, VAL (Item 2014.12, Jenny Darlow, Healthwatch Development Officer, (Item 2014.13), Debs Govender, Healthwatch Administrator, Minute taker

Item	Discussion	Action/Outcomes
2014.01	<p>Welcome and introductions</p> <p>The Chair welcomed the Board and extended a warm welcome to Mina Rodgers who has returned after a period of illness.</p> <p>Chair explained that although this meeting is not being held in public, the notes will be posted on website.</p>	<p>1. To post the minutes on the Healthwatch Leicestershire (HWL) website</p>
2014.02	<p>Chair's Reflections</p> <p>The Chair gave a verbal report. The meeting noted and accepted the resignation of Kevin Blanks and that Eric Charlesworth is no longer a Board member. This creates two casual vacancies that the Board agreed. See minute 2014.04 action point 5.</p>	<p>2. To clarify if Kevin Blanks has resigned as a Healthwatch Member and follow up on attendance at various meetings as the Healthwatch Leicestershire representative including receipt of handover notes.</p>
2014.03	<p>Chair's Report</p> <p>The Chair gave a verbal report.</p> <p>Meetings attended include: Ernie White - Chair of H&WBB, Simon Lawrence - Commissioner UHL Trust Board, UHL Director of Communications Health Overview Scrutiny Committee, Better Care Together Programme</p>	<p>3. The Chair's report was noted.</p>

	<p>Board, LLR Strategy Board</p> <p>Several meetings with HW members</p> <p>Presentations to : the Harborough Health and Wellbeing, Partnership, Melton Community Partnership and Blaby District Staying Healthy Forum</p> <p>Press and Media activities include the following: TV, Radio and Local Press interviews</p> <p>Regular meetings and contact with Healthwatch Director</p> <p>The Chair also has meetings planned with: Prof Mayur Lakhani (West Leicestershire CCG), Dr Chris Hewitt, Medical Executive Director, LLR Local Medical Committee and Leicester Mercury Patients Group</p> <p>The Chair reported on the principle for a joint representation and accountable process for Healthwatch Leicestershire, Leicester and Rutland (LLR) representation on certain Boards e.g. University Hospitals Leicestershire (UHL) Trust Board, Leicestershire Partnership trust (LPT), East Midlands Ambulance Service (EMAS)</p>	<p>4. The Board agreed that LLR representation on UHL requires the resolution of the 3 Chairs as a matter of importance and that HWL should be represented on key provider bodies as the largest local Healthwatch.</p>
2014.04	<p>Board Recruitment Update</p> <p>GA gave a verbal update on the agreed approach to review the pool of applicants that stood for election. Following assessment against the skills audit, four candidates were shortlisted and three accepted invite to attend next stage of the process.</p>	<p>5. The Board agreed to recruit to the casual vacancies and co-option places with recommendations by the sub group with the Chair meeting candidates that made it to the next stage. All successful candidates would need to comply with the County Council's contractual requirements before confirmation.</p>

		6. The Board agreed for an updated skills audit.
2014.05	<p>HW Representation</p> <p>VG presented the paper on HWL representation on key stakeholder boards following the discussions at the Board Away day on 31 March 2014.</p> <p>The Board discussed the request from the Better Care Together Patient and Public Involvement Task Group (BCT P&PI TG) to nominate three people - one person to have Social Care responsibility.</p>	<p>7. The Board affirmed their decision that HWL representation on key provider bodies would be by County Board members as a principle.</p> <p>8. The list of Board representation to be posted on the HWL website.</p> <p>9. The Board agreed Mina Rogers and Fiona Barber as the Social Care lead. The remaining representative would be reviewed with new appointments to the Board.</p> <p>10. It was agreed that all HWL representation had to have prior approval by the Chair/ Board and that it should be recorded at the HWL office.</p> <p>11. The Board agreed all HW representatives had to fulfill the requirements of the Commissioners to ensure contract compliance.</p>
2014.06	<p>Health Care</p> <p>SS gave an update from Enter and View Working Group and next steps and reported that the last joint LLR meeting had taken place 7th April 2014. HW Leicestershire is now responsible for its own training, recruitment and schedule with a reporting line back to the HWL Board.</p> <p>The Board noted that the first announced visit had taken place by a small team of authorized</p>	<p>12. The Board agreed to attend Enter and View briefing meeting aligned to the formal approval of the visit report.</p> <p>13. The Board noted that communications following the publication of the report adhere to Healthwatch England Guidance and protocols.</p> <p>14. The meeting noted the Chair's declaration of interest</p>

	representatives supported by Gemma Hammond, Development Officer.	regarding the Enter and View visit.
2014.07	<p>Social Care</p> <p>FB gave an update from Adult and Communities quarterly meeting 4th April 2014. She commented that the meeting went well and that on this occasion there had been two questions. Jenny Lacey, HWL member and Cllr Houseman also attended the meeting.</p> <p>The Social Care Task Group had met 15th March 2014 and received a presentation on Better Care Together by Geoff Smith, HWL Member and Early Intervention Prevention by Amanda Price from the County Council.</p>	<p>15. The Social Care Task Group to review its work plan for the coming year in light of priorities and programme of activities/meetings.</p>
2014.08	<p>Performance</p> <p>VG presented the Year 1 HW Monitoring Report 2013 -14 for information which had also been reviewed by the Commissioners reflecting highlights, successes, case studies of HWL activities and performance data.</p>	<p>16. The Chair and Board recorded a special thank you for the Interim Leadership Board, HWL volunteers and staff who were been involved in the transition period.</p> <p>17. The Annual report will be published by 30th June 2014.</p>
2014.9	<p>Looking forward Years 2 and 3</p> <p>GA presented the Executive Summary 2014-16 and asked that the Communications team be congratulated for the visual illustration - the summary will be used to communicate with variety of stakeholders.</p> <p>The Board reviewed the Strategic Plan 2014 -16.</p>	<p>18. Some small amendments to the 'Meet the Board' section were agreed.</p> <p>19. A Communications Plan will be developed to launch HWL's strategy with external audiences.</p> <p>20. The Board approved the strategic plan 2014 -16.</p>
2014.10	<p>Outcomes and Service Measures 2014-15</p> <p>VG asked the Board to approve the</p>	<p>21. The Board approved the service outcomes and performance reporting on a</p>

	<p>Service Outcomes plan and indicators 2014-15 noting that feedback from Commissioners was reflected in the paper including reference to a Reflective Audit following guidance by Healthwatch England and the Local Government Association as a way to capture 360 degree feedback.</p>	<p>quarterly basis on the following dates</p> <ul style="list-style-type: none"> - Quarter 1 on 16th July, - Quarter 2 on 15th October, - Quarter 3 -on 22nd January 2015 - Quarter 4 on 23rd April 2015. <p>22. VG and IC to explore use of the Reflective Audit and progress with Commissioners.</p>
2014.11	<p>Finance Report 2014-15</p> <p>KL gave an oral report on the HWL finances and the Board noted the budget with 75% of costs allocated to staffing and overheads as the main expenditure heading. The remaining 25% is on direct costs associated with the delivery of the work programme and deliverables agreed with the Commissioners.</p> <p>Board members appreciate that Voluntary Action Leicestershire is the budget holder and accountable body. HWL will receive necessary financial information for the delivery of an effective Healthwatch.</p> <p>The Board discussed income generation to bolster HW budget and its future sustainability.</p>	<p>23. The Board to review financial position in September following the County's consultation exercise and its impact on HWL.</p> <p>24. VG and IC to scope income generation ideas.</p> <p>25. The Board noted a correction to the budget for year 2 is £275,000 notwithstanding the proposed reduction of £40k currently under consultation by the County Council as part of its financial review.</p> <p>26. The Board to consider future staffing options in January 2015 pending budget outcomes.</p>
2014.12	<p>Review of Quarterly Meetings with EMAS, LPT, UHL and LCC</p> <p>JD presented the paper on Review of Quarterly meetings, which the Board noted recognising the enormous amount of work and co-ordination this work stream has required especially with providers that cover LLR representation.</p> <p>UHL - it was noted that a Chair was</p>	<p>27. The Board agreed with the revised structure of meetings with UHL, LPT and EMAS.</p> <p>28. The Board agreed the role of Participating Observer for UHL, LPT and EMAS Trust Boards was shared across LLR and that the 3 Chairs should agree the named representative.</p> <p>29. The Board agreed that the</p>

	<p>required for this meeting.</p> <p>EMAS- Ian Staples currently is acting chair this meeting following notice given by Dr Mike Pepperman to stand down from his Healthwatch involvement.</p>	<p>quarterly meetings with CEOs of UHL and LPT would be led by HWL as follows:</p> <ul style="list-style-type: none"> - UHL - nominations from HWL Board members invited - LPT- Sue Staples <p>30. EMAS- Ian Staples be invited as the Nominated Representative to meet with EMAS supported by IC on a quarterly basis. The meeting noted the declaration of interest from Sue Staples who did not take part in the decision.</p> <p>31. The Board agreed to develop similar style meetings with the Clinical Commissioning Groups for West Leicestershire and East Leicestershire.</p>
2014.13	<p>Membership review and recruitment</p> <p>VG presented the membership review paper that set out the work stream to increase membership and to simplify the process of joining HWL.</p>	<p>32. The Board agreed the next steps and activities and to set up Task and Finish Group with the Chair and Vice Chair involvement to oversee the work stream.</p>

Date of Next meeting

The next meeting of Healthwatch Leicestershire Board will be on 16th July 2014 at 10.00am at Voluntary Action Leicester Offices. Members of the public will be invited.