

Healthwatch Worcestershire  
Board Meeting 1000 hrs Friday 3 June 2016  
Civic Centre, Queen Elizabeth Drive, Pershore

**Open Session**  
**Minutes**

**1. Attendance**

Directors:

Peter Pinfield [Chair]

Jo Ringshall

John Taylor

Martin Gallagher

Jane Stanley

**Also in attendance:**

- Co-opted Members  
Anne Duddington
- Simon Adams [Chief Operating Officer & Company Secretary]

**Apologies:**

Co-opted Members:

Sylvia Dyke

Barbara Pugh

Ray Eades

**[NB The Co-opted members attend the open session of the Board meeting as non-voting participants]**

**2. Declarations of Interest**

No declarations of interest

**3. Minutes of the open session of the Board meeting on 13 May 2016 and Matters Arising.**

The Directors unanimously agreed the minutes of the open session of the Board meeting on 13 May 2016.

**Matters Arising:**

**3.1 Response to proposal from Colin Major during Public Participation that another meeting with the GP Practices' Public Participation Groups (PPG) is organised.**

SA reported that Healthwatch Worcestershire would organise a meeting with the PPGs in Worcestershire and that the agenda would reflect the feedback from previous meetings that had been held with the PPGs within the 3 Clinical Commissioning Group footprints.

It was proposed and agreed that the meeting will be held in the early autumn at a venue convenient to the county eg Droitwich.

### **3.2 Performance Monitoring Report Q4 2015/16**

SA presented the Performance Monitoring Report for Q4 2015/16 [Enc 1] which the Board considered and approved.

### **3.3 WAHT performance - response to letter to CCGs**

PP confirmed that he had written to Worcestershire's CCGs' Accountable Officers on 20 May 2016 [letter, Enc 2] about issues relating to the performance of Worcestershire Acute Hospitals NHS Trust with specific focus on the delays for cancer treatments. SA confirmed that their response was awaited.

**Action: SA to follow up with CCGs**

### **3.4 Schedule of Board and other meetings for 2016/17**

The Board noted the schedule of meetings for 2016/17 [Enc 3].

## **4. Governance:**

### **4.1 Report of the Directors and Unaudited Financial Statements 2015/16**

JR presented the Report of the Directors and Unaudited Financial Statements for 2015/16 [Enc 4] which after consideration the Board unanimously agreed.

**Action: JR & SA to sign report and submit to Companies House**

### **4.2 Business Plan 2016/17**

SA presented a verbal progress report of the Business Planning process which was following the process agreed by the Directors in 'A Plan for A Plan'.

The Board considered and agreed the long list of priorities for consideration at the Annual Conference which had been compiled following engagement with the Reference & Engagement Group [Enc 5].

It was noted that the long list far exceeded the capacity that Healthwatch Worcestershire had to deliver its business priorities and SA outlined a weighting that delegates would be asked to apply at the Annual Conference.

The Board delegated responsibility for completing the planning process and preparing a draft business plan to SA with a view to final approval at the Board meeting on 1 July 2016.

**Action: SA to progress**

### **4.3 Annual Report 2015/16**

The Board considered a new format for the Annual Report which had reduced the real and opportunity costs of preparing and publishing the report. It was noted that the report could also be used as a poster to promote Healthwatch Worcestershire and that the new format, which had significantly reduced the size of the report, had been informally agreed with the company's commissioner. The Board agreed the style of presentation and text for the 2015/16 Annual Report, delegating responsibility for finalisation to SA in liaison with JT & PP for publication at the Annual Conference.

**Action: SA to progress**

## **5. Business Priorities:**

### **5.1 Quality Accounts 2015/16:**

- **Worcestershire Acute Hospitals NHS Trust**

PP briefed the Board on the preparatory work he had done in compiling a response. The Board following discussion with AD delegated the responsibility to SA and PP to finalise and submit the response.

**Action: SA & PP to finalise response and submit to the Trust.**

- **Worcestershire Health & Care NHS Trust**

JS presented a draft response to the QA [Enc 6] which had been previously circulated to the Board including the Co-opted members for consideration. The Board approved the response.

**Action: SA to submit to the Trust**

- **St Richards Hospice**

The Board noted that the company was in the process of preparing a response to St Richards Hospice's QA which would be circulated to Board members. The Board delegated the responsibility to SA to finalise the response.

**Action: SA to finalise and submit to the Hospice**

### **5.2 FoAHSW - PP**

PP made a verbal report on progress with the Review of the Future of Acute Hospital Services in Worcestershire.

### **5.3 Sustainability and Transformation Plan**

SA presented a verbal report on the Sustainability & Transformation Plan noting that a submission to NHSE was required by the end of June 2016.

### **5.4 National Review of Community Pharmacy - SA**

SA briefed Board members on the national Review of Community Pharmacy.

## **6 Public Participation**

No representations were received from the public