

Healthwatch Worcestershire
Board meeting in public
Friday 4th October, 10:00-11:30
Civic Centre, Queen Elizabeth Drive, Pershore, WR10 1PT

**Draft Minutes
(Appendix 1)**

1. Attendance & Apologies

Directors

- Peter Pinfield - Chair
- Carol Thompson
- Isobel Dale
- John Taylor

Officer

- Simon Adams - Chief Operating Officer & Company Secretary

Apologies received from:

- Anne Duddington - Chair, Healthwatch Worcestershire's Reference & Engagement Group

2. Notes of the Public Board Meeting on 10 May 2013

Minutes of the Board Meeting in Public held on 10 May 2013 were agreed by the Directors without representation from the public.

Action: Minutes to be published on Healthwatch Worcestershire's website.

3. Chairman's Announcements

Peter Pinfield reported on the activity of Healthwatch Worcestershire during the first six months of its existence emphasising that although the company had primarily focused during that period on putting in place its governance arrangements, which was still work in progress, and on building strategic relationships with commissioner and provider organisations, it had nevertheless taken opportunities to engage with service users, to work on specific issues such as the Future Funding of Social Care Costs and had provided a signposting service since the 1 April 2013.

In particular the Chairman drew attention to the following issues in which Healthwatch Worcestershire had been, and is currently involved:

- Worcestershire County Councils Future Lives programme - ongoing.
- The Social Care Bill - ongoing
- The Review of Acute Hospital Services in Worcestershire - on going
- Worcestershire's 'Well Connected' programme to integrate services - ongoing
- GP services

Peter Pinfield outlined the next stage of Healthwatch Worcestershire's development as the implementation of the engagement plan (see subsequent

agenda item) with the aim of raising awareness of Healthwatch Worcestershire with the public.

4. Public Participation, by prior notice or with the agreement of the Chair

During the public participation meeting the following issues were raised by members of the public:

- The Care Bill - to note that the cap on costs incurred by an individual only applies to those costs incurred to meet needs assessed as substantial/critical levels (as yet to be defined).
- The use of Enter & View by Healthwatch Worcestershire.
- The need to raise awareness of Healthwatch Worcestershire and its role with the public in Worcestershire to gather patient/service users' experiences.
- The recent improvements in provision of stroke services in Worcestershire.
- The influential role Healthwatch Worcestershire can play as a statutory member of Worcestershire's Health & Well Being Board.
- The challenge facing Healthwatch Worcestershire in responding to the demand that is likely to be created by service reductions as a consequence of budget cuts in the public sector.
- Worcestershire County Council's decision to maintain its expenditure on social care services at 42% of its budget in the face of burdens associated with increasing costs and demand for those services as a consequence of demographic changes in the population.
- Proposal that Healthwatch Worcestershire should engage in health promotion activities e.g. Diabetes prevention.
- Recognition of the response to 'Winterbourne View', but the need to guard against complacency.
- GP complaints process

5. Governance arrangements - update

Lead Director - Isobel Dale

Isobel Dale introduced the Governance update report (Appendix 1) which addressed matters associated with volunteering, the Reference & Engagement Group, the co-opting of members to sit on the Board Meeting in Public and its role within the governance structure of Healthwatch Worcestershire (based on legal advice) and a membership scheme.

Directors unanimously agreed the following recommendations

- That the Board Meeting in Public should be a committee of Healthwatch Worcestershire to which 6 co-opted members are appointed, subject to consultation with the Reference & Engagement Group and the Director of Adult Services & Health Worcestershire County Council; remit of the committee summarised as recommending and scrutinising the operational activity of Healthwatch Worcestershire (full terms of reference to be drafted); 5 co-opted members to be recruited through open advertisement and one place reserved for the chair of the Reference & Engagement Group.

Action: Directors to consider recruitment process for approval at the December Board Meeting in Public with a view to starting the appointment process in January 2014

- A membership scheme as set out in the report (appendix 1) is put in place with effect from 1 January 2014.

Action: SA to draft membership scheme for approval at the December Board Meeting in Public

6. Activity report

Peter Pinfield presented the activity report for the period April - September 2013 (Appendix 2) which was noted by the Directors

7. Engagement Plan

Lead Director - John Taylor

John Taylor presented a summary of the Engagement Plan (Appendix 3) that had been approved by the Directors.

8. Financial report for the period 1 April - 30 September 2013

Lead Director - Carol Thompson

Carol Thompson presented a summary of expenditure for the period April - September 2013 (Appendix 4).

9. Dates of future meetings and venues

Simon Adams proposed the following dates and venues for future meetings:

- 6 December 2013 - Bromsgrove
- 27 March 2014 - Kidderminster
- 19 June 2014 - Worcester (potential date for AGM)
- 4 September 2014 - Malvern Hills
- 6 November - Redditch