

Healthwatch Worcestershire
Minutes of the Board meeting in Public
Worcester Warriors Stadium
1430hrs 10 May 2013

1. Attendance & Apologies:

Peter Pinfield – Director and Chairman
Judy Adams – Director
Simon Adams – Company Secretary and Chief Operating Officer
Isobel Dale – Director
John Taylor – Director
Carol Thompson – Director and Vice-Chair

2. Declaration of Interests:

The Directors and Company Secretary disclosed their personal and family interests. A register of personal and family interests where a conflict with the interests of Healthwatch Worcestershire may exist will be published on the company's website. The company's governance arrangements require that Declarations of Interests will be an agenda item at every Directors meeting and it's Articles of Association specifically decision making in circumstances where a conflict of interest is declared.

3. Chairman's welcome and announcements:

Peter Pinfield welcomed the members of the public in attendance to the first 'Board Meeting in Public' of Healthwatch Worcestershire. He explained that:

- Healthwatch Worcestershire was a social enterprise, and as a company limited by guarantee its Directors had legal obligations in their direction of the company.
- The Directors of Healthwatch Worcestershire intended to hold 6 Board Meetings in public during the year and rotate the venue of the meetings across Worcestershire's six district council areas.
- The agenda of the meetings would be focused on the operational activity of Healthwatch Worcestershire and provide the community with opportunity to publicly engage with those activities.
- The meetings would provide the opportunity for individuals or groups to address the Directors of Healthwatch Worcestershire in public on issues relating to publicly funded health and social care services.

He referred to agenda item 4 at which the Directors would consider and agree the policy for the conduct of a 'Board meeting in public' and informed those present that there would be an opportunity for public participation in this meeting before it ended.

He concluded by formally expressing his thanks to all those who had been associated with the Local Involvement Network including the staff and Chair, Ann Montague-Smith.

4. Policy for the conduct of a 'Board meeting in public':

Isobel Dale, as the Director with responsibility for Governance, introduced the proposed policy for the conduct of a Board meeting of Healthwatch Worcestershire in public, and Simon Adams then presented the details as set out in **Appendix 1**.

It was noted that the proposal addressed the frequency of meetings and their location (referred to by the Chair in his welcome), public participation, the rules for the good governance of the meeting and the use of social media.

The Directors unanimously approved the policy.

5. Approval of the 2013-14 Budget:

Carol Thompson, as the Director with responsibility for finance formally presented for approval the 2013-14 budget (appendix 2) and the cost centres were explained. It was noted that:

- Being Healthwatch Worcestershire's first budget, some of the projections in the budget has been made without the benefit of any historical information and therefore could be expected to change.
- The Directors will have the discretion to vire the budget between cost centres
- The budget provided for a contingency to meet unforeseen costs.

The Directors unanimously agreed the 2013-14 budget.

6. Update on organisational development:

Simon Adams, as the Chief Operating Officer, said he would be providing regular reports at the Board meetings in public about the operation of Healthwatch Worcestershire.

He reported that since the formal registration of Healthwatch Worcestershire as a company set-up arrangements had involved transferring the LINKs staff from Shaw Trust to Healthwatch, putting in place the necessary governance and infrastructure, and establishing relationships at strategic level with commissioning and provider organisations in Worcestershire.

He thanked the Healthwatch team for the work in arrangements for the Launch event, which included the challenges in launching Healthwatch Worcestershire's website, the 'website in a box' provided by Healthwatch England.

7. Update from the Health and Well Being Board:

Peter Pinfield reported that Healthwatch Worcestershire was a statutory member of the Health and Well Being Board and that as Chair he attended to represent Healthwatch. He outlined his role; to influence and hold senior decision makers in the commissioning and provider organisations to account for the benefit of patients, service users and the community – the 'consumers' of services those organisations were responsible for.

He then briefed the Directors on the work of the Health and Well Being Board, which can be found at – <http://www.worcestershire.gov.uk/cms/democratic-services/committees-and-panels/holder/health-and-well-being-board.aspx>

8. Business Planning

Simon Adams outlined the need for an evidenced based business plan which would set out the areas of focus for Healthwatch Worcestershire which would reflect the needs and

concerns of the 'consumer', and against which the community could monitor the achievements of Healthwatch.

He referred to research that Healthwatch Worcestershire planned to undertake to develop the plan including a survey as part of the Worcestershire Viewpoint survey and the table exercise undertaken during the launch event. Noted that feedback from that exercise would be included in the next news bulletin.

It was acknowledged that any business plan needed to be sufficiently flexible to respond to needs as they changed.

He proposed that 'engagement' would be a major part of the plan initially and was preparing an engagement plan for the Directors approval.

9. Public Participation

Contributions from the public included:

- Emphasis on the need for Healthwatch to be independent and to be seen to be independent from control of the NHS and County Council.
- The need to widely engage people, and young people in particular, especially those in transition, in the activities of Healthwatch Worcestershire by using innovative techniques including social media.

Meeting closed at 16:00 hrs

Signed: 

Peter Pinfield Chairman

Date: 5th September 2013

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