

Author: Liya Takie (LT) & Amanda Elloit (AE)

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Designation: For approval

Healthwatch Hackney Board Meeting

Place : Hackney Co -Operative Development, 62 Beechwood Rd, London E8 3DY

Time: 5:30pm-7:30pm

Chair: Paul Fleming

Present: Paul Fleming (Chair); Malcolm Alexander (MA); Anthonia Onigbode (AO); Becky Seale (BS); Ann Sanders (AS); Healthier Finlay(HF) ; Paula Shaw(PS); Rosanna Le Voir (RLV)

In attendance: Jon Williams (JW); Amanda Elliot (AE); Sulekha Hassan (SH); Kam Dhenjan (KD); Liya Takie (LT) minutes

Apologies : Kully Kaul-Ballagan (KB)

AGENDA

ACTIONS

PART ONE - IN-HOUSE BUSINESS

1 Welcome and introductions and Declaration of any conflicts of interest

No Conflict of interest reported

2 Minutes and Matters Arising

Board minutes from last meeting and AGM. Last Board agreed note of last meeting subject to correction of BS name. JW to include the AGM Minute in the next Board Papers

JW

Adult Safeguarding : SH and LT to deliver safeguarding training to Board members, staff and volunteers to be completed by the end of 2016

SH/LT

No council decision on HWH iCare moderation role

Application to Big Lottery being drafted

PF (JW to note)

a) Update on Maternity unit at the Homerton

MA - Maternity - discussion about public awareness of the safety of maternity unit following CQC inspection. MA to forward JW Homerton CEO message regarding waiting times and maternity deaths

MA

	JW to circulate latest CQC report to Board and consider visit to Unit as part of the Enter and view programme	JW/AE
b)	HWH website to provide update on safety at Homerton Maternity Unit for public	JW/AE
	ELFT Serious Incidents Panel Concern at lack of patient representatives on the panel JW to write to ELFT CEO to clarify position cc to MA	JW (MA to note)
	Sickle Cell Group JW to link MA with new chair Courtney King	JW
	Staff Appraisals Need to be completed ASAP and main themes reported to chair.	JW
PART TWO: OUTCOMES AND ACHIEVEMENTS		
3	Update on work done <i>Update on Work Done and Developments</i>	
	JW to update the priority column of the document with HWH current priorities	JW
	JW to review Information Governance obligations in line of the requirements of the Information Commissioner	JW
	HWH to prepare impact report on the Better Care Fund Patient User Experience Group for CCG & LBH by January 2017	KD
	HWH Annual Report - great feedback from partners. Hard copies of the Annual Report to be forwarded to Hackney GP practices and extra to be ordered next year for wider distribution	JW
	JW and AE still to meet about E&V programme for coming 2017 year - to include visit to maternity unit	JW/AE
	CCG has extended NHS Community Voice contract for additional two years until March 2019.	
4	Signposting and Comment Collection Reports	
	Comment data now robust and consistent - need to bring signposting data to same quality - AE and JW to share with adult social care services to help inform advocacy and other commisioning. Also JW & AE Need to consider how to present data at end of year alongside Annual Report eg report & event on 'State of patient/user experience in Hackney	JW/AE
	SH to develop ideas for reaching under-30s	SH/PS

	JW to ask KB to look again at our data to see how best it can be improved, in particular how different datasets can be used to improve HWH reporting.	JW/KB
5a	Chairs's report	
	PF chaired successful path lab public meeting which was picked up in local press	
5b	Feedback from Directors on other HWH activities	
	The Chair, on behalf of the Board, thanked JW for his work and HWH staff.	
	SH and RLV reported back on attending Maternity Liaison Committee SH & RLV to run maternity NHS Community Voice later this year	SH/RLV
	HWH to offer Data Protection & Confidentiality training for all new staff and board members	JW
6	Finance sub-committee: Quarterly Budget update	
	Board signed off 2016-2017 budget - AO and JW reported that new reporting was able to provide a more accurate financial picture and enable tighter control of finances.	
	LBH Contract renewal: Finance Budget meeting to be arranged before end of the year for the LBH Business Case	AO/JW
PART THREE: STRATEGIC ISSUES		
7	Business Planning	
a)	<i>Devolution Pilot- update</i>	
	JW reported on slow progress from devolution pilot	
	Devolution programme staff yet to be appointed. JW has secured commitment to full time communications and engagement manager. The post will support the Comms and Engagement Group and is managed by HWH. Also additional admin time secured for devolution work.	
	JW to send Kings Fund Scrutiny and STP consultation papers to Board	JW

b)	<i>Board Members Attendance at other meetings representing HWH</i>	
	Agreed: HF and PS to share Board representative role in the Health in Hackney Scrutiny Commission.	HF/PS
	PS to attend the next Health and Well Being Board	PS
	HF to be HWH representative on CH Urgent Healthcare Social enterprise Board	HF
c)	<i>Risk Register</i>	
	JW to provide information on when there is a change in risk on register	JW
	Escalation strategy to be on the next agenda	JW
8	Any Other Business	
a)	<i>Key Dates</i> Next report to include proposed date for next AGM and timeline for updating priorities	JW
b)	<i>Draft HWH staff Induction Policy and Procedure</i> Agreed subject to Data Protection training being included	KY