

| | | |
|---|--|---|
| Meeting: | Healthwatch Barnsley Shadow Board | |
| Date: | 15 April 2014 | |
| Location: | The Core, County Way, Barnsley | |
| Chair: | Adrian England | |
| <u>In attendance:</u> Carriane Stones James Goodwin (minutes) Dominic Ambler Claire Dawson | <u>Apologies:</u> Margaret Baker | |
| <u>Present:</u> Irina Sidorova Adrian England Anthony Murray | | |
| Apologies / Declarations of interest (pecuniary and non-pecuniary) | | Action by |
| <p>Adrian welcomed everyone to the meeting. There were no declarations of interest made.</p> <p>Adrian asked that introductions were made for the benefit of the guests, Dominic Ambler and Claire Dawson, who are both BMBC Commissioners and are responsible for the Healthwatch contract in Barnsley. Dominic and Claire had attended to discuss the future of Healthwatch and the options available to us.</p> <p>In terms of moving forward, for the period 2015 to 2016, there are a number of options available to us:</p> <ul style="list-style-type: none"> • To decommission (although this is unlikely); • To extend the contract for another year (with VAB's approval); • To put Healthwatch out to tender; • To award the contract in a non competitive process. <p>Adrian stated that it was important for us to continue working with</p> | | Various, as detailed by each point |

VAB, as there is a very supportive staff team in place. TUPE rights are likely to apply if Healthwatch Barnsley becomes an independent organisation, retaining the present staff. VAB could be a competitor for the contract. Adrian and Irina felt that to continue as we currently are is the best way forward; Irina had concerns that if any significant changes are made to the current structure, then we may lose momentum and impair some of the work that we have already begun. Dominic stated that in the review meeting for the contract later in the year, all these issues can be considered.

In terms of income generation for Healthwatch, we are always interested in specific projects that we can charge fees for, in and amongst fulfilling our contractual obligations. We may be able to do more work with the Clinical Commissioning Group, as they need quality patient driven information and we can provide this.

Claire mentioned that Karl Cooper at Plus Me may be able to point us in the right direction for drawing down further funding. In addition to this, joint bids with other local branches of Healthwatch may unlock funding too. Adrian felt that this approach can be quite restrictive.

It was agreed that we have operated well on a limited budget and have many achievements to date, but we need to look at our plans for the next year and also our key performance indicators, in order to be ready for future challenges for and changes to Healthwatch Barnsley.

Adrian thanked Claire and Dominic for attending and they left the meeting at this point.

Minutes of the previous meeting / Actions from previous meeting and Matters Arising

Action by

The minutes of the previous meeting were approved as a true record.

Carrienne is to arrange an informal event to look at the annual report and the Healthwatch Barnsley AGM is pending.

Action: Carrienne/James to arrange this and to let everyone know.

The error in the Terms of Reference has been amended.

Continued Professional Development data on Healthwatch Barnsley staff is now included in the board report.

There will be an update around Enter and View at the next meeting.

Carolyn is to research volunteer awards; information to follow.

Steering Group members and Champions have been distributing promotional literature for us.

Adrian and Jade continue to liaise with Greenacre School and are also in contact with Barnsley Churches Drop In.

Key Performance Indicators (KPIs) have been circulated, but not received by everyone. An updated version was handed to those present and will be included in the weekly board report. Please treat this information as confidential.

We need to save £10,000 on the contract costs for Healthwatch Barnsley, moving forward. So far we have proposed projected savings of £8000, but we are awaiting a decision on this from our service commissioners.

The date has been set for the Board interviews and all necessary documentation distributed.

Carrienne and Adrian are drafting the annual report, using guidance from Healthwatch England. It needs an overview, case studies and statements to make it real and to highlight our involvement with local people. Carrienne said that Shadow Board members need to be involved in this and their input is vital.

Communications information was included in the KPIs and a newsletter is due out this week.

Some policies still have “Arena” on them and these are to be amended. Policies are pending Irina’s approval.

Action: Irina to read and approve policies.

Carrienne has met with E-Learning providers and the price was £8500; more information will follow. A list of training will be compiled for the Shadow Board, Steering Group and Champions. Carrienne explained about the rewards system for volunteers that has been suggested we implement, to reward undertaking training, attending meetings and helping at events. This will be discussed further at future meetings.

The Health and Wellbeing Board Strategy document is still in draft format. We are going to add a paragraph, as a member. Further meetings will take place and it should be approved by September.

Patient Council Training - The CCG are happy to listen, but this is based on what they are doing and nothing else. The board report from Carrienne explains how we feed into the Patient Council and to look at how we can better use this data.

The next Shadow Board meeting will be held on 13 May from 10.30am to 12.30pm at The Core.