

Healthwatch City of London Board Meeting

10th December 2014

Age UK London Board Room

Minutes to be approved

Present: Glyn Kyle (GK) Chair, Dave Barnard (DB), Prakash Kakoty (PK) Ronnie Jacobson (RJ), David Simpson (DS) Steve Stevenson (SS)

In attendance: Lynn Strother (LS), Janine Aldridge (JA)

1. **Welcome**

The Chair welcomed the Members of the Board to the meeting. Declarations of interest were addressed and the Chair informed the board that he is now Chair of the GLA Strategic Access Panel.

2. **Apologies**

Apologies received from Carolyn Piper (CP).

3. **Minutes of the meeting 12 September 2014**

The minutes were approved subject to correction of the omission of Steve Stevenson from the list of those present.

4. **Matters arising**

4.1 All actions from the minutes of the last meeting had been completed including the formal presentation at the AGM and annual conference on the previous year's activities.

5 **Items for discussion and resolution**

5.1 **Outcomes from discussions at Healthwatch City of London AGM**

5.1.1 DS explained that the feedback from providers was predominantly positive and the comments included in the report on the feedback were areas to consider. GK stressed the need to continue the good work and look for areas to challenge. SS suggested involving the City education officer in discussions whilst ensuring existing knowledge is not replicated.

5.1.2 DS added that there is a wealth of information within our database and HWCOL could benefit from a relational database arrangement. DS to look into possible database arrangements. **Action DS.**

JA will also speak to SS regarding the information already held by employers in the City on health issues. **Action JA.**

RJ to ask Age UK Westminster if they could extend their licence of Charity Log to cover HWCoL although it was agreed that the database may not be appropriate for HWCoL and could be costly. **Action RJ**

5.2 Recruitment of new board member

5.2.1 An expression of interest has been received from a potential board member and JA is awaiting the completed application form. GK asked Trustees to encourage potential board members.

5.3 Healthwatch City of London accounts

5.3.1 The management accounts were tabled.

5.3.2 DS asked about the level of public liability insurance. It was agreed that staff would ask the finance department for further analysis on payments to Crossroads Care Central North London. **Action JA**

5.3.3 GK reported that the Chief Executive of Age UK London had had a discussion with City commissioners about the signposting contract and whether it should transfer to HWCoL or remain with Toynbee Hall. LS commented that HWCoL did not currently have the capacity to take this on without extra resources. It was agreed that information on the amount of work or funding would be requested from the Corporation.

5.3.4 LS added that in future costs for events will be itemised to include areas such as time and overheads and given to the City commissioners. These will be shared with SS before being sent.

5.4 Board photographs

It was agreed that the front page article in the newsletter will be from staff members and that photographs of board members would be taken at the end of the meeting.

5.5 Appointment of representative to the Health and Social Care Scrutiny Committee

It was agreed to nominate SS for this role on retirement of DS from role. SS had previous experience of working with this committee.

LS Will email the committee to confirm. Action.

6 Reporting Items

6.1 Report from Healthwatch Manager (report attached)

6.1.1 Year 2 quarter 2 monitoring information was shared with the board. The new monitoring proposals were explained. The Commissioning Officer will carry out the monitoring and the forms to be completed may change.

6.1.2 DS to look into how the new monitoring format will fit with any potential HWCoL database. **Action DS.**

6.1.3 A successful stall was hosted by HWCoL at the Shoe Lane Community Fete. HWCoL was able to talk to many mothers, children and workers and has been invited to attend the mother and toddler sessions at the library.

6.1.4 HWCoL hosted the Notice the Signs event with the Adult Safeguarding team at the City. This was part of the awareness campaign that has been running in the City. The City Residents Day at the Guildhall and the Portsoken Health Day were also attended during the last quarter.

6.2 Update on children and young people sessional worker

6.2.1 A new sessional worker for children and young people has been appointed following interview. The sessional worker will be running workshops with younger people and the first impact and results from these will be reported on at the next board meeting.

6.2.2 JA has an interview scheduled with a volunteer that has a specific interest in working with children and young people.

6.3 Kings Fund Survey into the Impact and Effectiveness of Local Healthwatch

JA confirmed that HWCoL had completed the survey that was commissioned by the Department of Health. The information will be presented to the Department of Health in aggregated form and the report will only contain findings in aggregated form.

6.4 Health and Wellbeing Board update

6.4.1 GK reported that a report was received at the last H&WB meeting from Professor Yvonne Doyle, Director of Public Health for London at Public Health England on the London Health Commission recommendations. GK has suggested increased collaboration with HW Chairs in Hackney, Tower Hamlets and Islington at informal meetings in order to improve outcomes.

A report was discussed around proposals to reopen the City Worker Health Centre. The committee endorsed the proposal to reopen the City worker health centre funded by the City.

6.4.2 GK tabled a one page document from HW Islington summarising their work plan and priorities as a suggestion for HWCoL staff to adopt a similar approach. **Action JA/LS**

6.4.3 GK gave reports from other meetings attended including the Healthwatch England dinner, LGA 'On the Board' event, City and Hackney CCG Commissioning Intentions event, the City Health and Wellbeing board dinner and the Barts Patient Panel meeting. This feedback will be incorporated in to the Diary of meetings. **Action JA.**

6.4.4 DS mentioned the joint meeting of Chairs of Age UKs that use facilities of Barts Trust and GK highlighted the escalation meeting of CCGs that has been organised to discuss quality issues at Barts.

6.5 CCG update

6.5.1 A quality report was presented at the last CCG board meeting that included reports on the Homerton, Barts and East London Foundation Trust amongst other organisations. The report is available on the CCG website.

6.5.2 All CCGs have been asked by NHSE if they want to commission primary care. City and Hackney CCG has responded positively to this and need to say by January what their local ambition is. The CCG board has decided to apply for full delegation which means that they would take full responsibility for all primary care money.

6.5.3 The CCG has a new safeguarding adult's policy.

6.6 Monitoring

6.6.1 It was agreed that the final report from Lynda Tarpey, HWCoL external monitor, will be sent to the board when confirmation of the final report is received. **Action JA/LS.**

7.0 Future planning and any other business

7.1 DS talked through the actions requested by the scrutiny committee. DS to send a short covering paragraph along with the details for the scrutiny committee following liaison with staff. **Action DS.**

7.2 It was discussed that HWCoL is one of the methods for the scrutiny committee to find further information on issues and to provide a function of assurance.

7.3 DB reported back from the City Adult Safeguarding Board and the peer review visit to the Chest Hospital and the move of cardiac facilities to the new Barts Unit and the issues surrounding the move was discussed.