

## Healthwatch City of London Board Meeting

17 February 2014

Present: Sam Mauger (SM) David Simpson (DS) Sarah Wallace (SW) Dave Barnard (DB) Gerald Hine (GH) Carolyn Piper (CP) Prakash Kakoty (PK)

In Attendance: Lynn Strother (LS) Janine Aldridge (JA)

1. Welcome

(Acting Chair) welcomed the Members of the Board.

2. Apologies

There were no apologies

3. Minutes of the meeting of the 1 November 2013

The minutes of the meeting were agreed with a minor correction suggested 'many' was changed to 'may' when referring to the lilac room at the Barbican under any other business.

It was agreed that the minutes should be placed on the website.

4. Matters Arising

4.1 A DBS check is required for those wanting to undertake Enter & View.

4.2 Board members to advise if they wish to be on the Enter & View team so that a DBS check can be arranged. **ACTION**

4.3 It was confirmed by a board member that DBS checks do not show convictions from abroad.

4.4 Contact has been made with the City Corporation in respect of hospital discharge procedures and the possibility of production of a leaflet. Further contact needs to be made regarding ELFT, UCH and Moorfields regarding hospital discharge information for patients and carers.

4.5 The board were advised that Healthwatch City of London have an opportunity to provide reports at each H&WBB meeting.

4.6 It was agreed to distribute the Health and Wellbeing strategy and also H&WBB reports to board members before they are sent to the respective boards **ACTION**

5. Items for discussion and resolution

5.6 Election of the Chair

It was agreed that a substantive Chair would be appointed until the first AGM.

Samantha Mauger was voted unanimously as Chair until the next AGM

## 5.1 Agreement of the mission statement

5.1.1 An acronym for the strapline was put forward by DB:

**C**ommunity **I**nvolvement **T**ransparency **Y**our City

5.1.2 It was agreed after a vote that the preferred mission statement was:

“Shaping the best quality health and social care now and in the future for all in the City of London.”

5.1.3 The mission statement to be circulated to stakeholders for comment and after agreement put on the website **ACTION**

## 5.2 Discussion on refining HWCoL priorities

5.2.1 The four priorities below are linked the CCG and H&WBB strategy

5.2.2 It was discussed that public health is an important part of our remit and that public health covers the majority of community and public services. Approval was given for the priority to be renamed Public Health and Community Services.

5.2.3 Dementia and Mental Health were agreed as separate areas of focus.

5.2.4 It was agreed that Integrated Care would remain as a priority.

5.2.5 The four priorities agreed for consultation are :-

Public health and Community Service

Mental Health

Dementia

Integrated care

5.2.6 The board agreed that the priorities should also take account of physical disabilities where they overlapped with the priorities agreed. **ACTION**

5.2.7 The priorities had been identified from comments fed back by HWCoL members

5.2.8 A caveat to be added that if anything urgent arises this will be dealt with alongside our priorities. **ACTION**

## 5.4 Meeting representation and meeting feedback form.

5.4.1 The feedback form for meeting attendees was agreed (attached)

## 5.5 Approval of Healthwatch City of London policies

5.5.1 The policies would be emailed to all board members to give them longer to look at them. These will be discussed for approval at the next meeting. **ACTION**

## 5.3 Confirmation of membership discussion from Board Development Day

5.3.1 The current position is that although the main bulk of the membership live and work in the City if a person is interested and has a connection with the City they would not be excluded.

5.3.2 One board member felt that membership of HWCoL should be restricted to those who live fulltime in the City or work full time in the City. Only these members should choose all board members via an election.

5.3.3 Other views were that the board :-

5.3.3.1 should be driven by the remit of Healthwatch and consider the relatives of users and rough sleepers i.e. anybody that has a need for service provision.

5.3.3.2 Healthwatch would not want to turn anybody away that may have a need for services and a link to the City of London.

5.3.3.3 The board needs to have the right skills to ensure HWCoL discharges its duty.

5.3.4 It was agreed to vote on whether board membership should be restricted to full time City residents and/or workers. Two options were given:

A - All board members should be full time residents and/or workers. There would only be an election if there were too many people and not enough vacancies.

B – Board members should have a link to the City but we want to ensure that a variety of skill is present on the board which may mean that not all members are full time resident or full time workers of the City. We would however proactively welcome residents to join the board.

Option B was agreed.

5.3.5 The procedure to date had involved recruiting people through an application procedure that was circulated through the membership and the website.

5.3.6 It was agreed that the board wished to have resident representation on the board.

6.2 Report from Crossroads Care CNL

6.2.1 The report was distributed and will be circulated by email.

A update

6.3.1 HWCoL was represented at the last JSNA meeting on 16 December – there are a number of items outstanding from this meeting. HWCoL is keen to

input into the JSNA and we have asked for clarity on what the next steps are and we are not being given the mechanism to give feedback.

6.3.2 The Chair write to the JSNA contacts reflecting our concerns **ACTION**

6.4 Monitoring

6.4.1 HWCoL met with the external monitoring officer Lynda Tarpey and will submit our monitoring information for the first three quarters by 1 March. The board will be kept up to date with this. Copies of the report will be circulated to Board members.

6.4.2 The annual monitoring and annual report are to be submitted by 1 June

7 Any Other Business

7.1 A method of joining the different health service priorities so that the strategies for the CCG, H&WB and JSNA link together in our reporting was requested.

7.1.2 It was agreed to find a method to facilitate this. **ACTION**

7.2 HAPIA has sent an inaccurate press release with on funding for HWCoL.

7.2.1 HWCoL to discuss responding and reflecting more accurate figures. **ACTION**

7.3 A member of the Board declared his resignation.

7.3.1 HWCoL will begin recruiting a City resident representative to the Board to fill the vacancy left by the resignation of a member. This will be advertised in our newsletter and on the website.

7.3.2 HWCoL will also be targeting a worker representative to the Board.

7.4 The location of the next board meeting was discussed and this will be the Artizan Street library in the City.