

## **Board meeting minutes 5.12.2022**

Attendees: Geoffrey Bowden, David Liley, Alan Boyd, Christine D'Cruz, Howard Lewis, Will Anjos, Michelle Kay, Lester Coleman, Clary Collicutt, Khalid Ali and Gillian Connor

Apologies: Alistair Hignell, Sophie Crowton, Angelika Wydra & Karen Barford

### **1. Minutes and matters arising**

- The Board extended their condolences to Neil McIntosh on the recent passing of his wife and resolved to offer in her memory a £50 donation to favoured Charity, in lieu of flowers.
- David updates on the CQC report.
- The University Hospital Trust CQC rating is likely to change as a result of several inspections over the last year – A&E, Surgery, Maternity and 'Well Led' CQC domain. The Trust is likely to publish an action plan to address issues raised by CQC David/Alan will secure a copy of that plan when it is made available.
- HW to monitor there are no Speak Up Guardians at the University Hospital Trust a part time post is due to start in December 2022.

#### **Action**

- Contact Neil McIntosh and arrange a donation to his favourite charity [Chair]
- HW to secure a copy of any action plan responding to CQC inspections the University Hospital Trust will have created to help us monitor their progress in quality improvement [Alan B/David L]

### **2. Activity Report – Staff Team**

- Congratulations to Michelle for her GP project achieving a highly commended in the National HW awards.
- Congratulations also to Alan B who has been appointed as the new Chief Officer for Healthwatch Brighton and Hove.
- David leaving at the end of Feb' 2023. The board are happy for David and Alan to devise a handover plan at their discretion
- Alan should be paid when acting up as CEO.
- New staffing possibilities discussed, report back on progress to the next Board meeting [Alan B]
- Budget planning meeting planned for January, to include salary increase [if any] and bonus formula, report back to next Board meeting [Chris Morey, Alan B]

#### **Action**

- Progress report [verbal] to the next Board on revised staffing arrangements

- Report to the next Board on salary and bonus discussions with the staff team

### **3. Project updates.**

- Maternity and mental health. HWE commissioned HWB&H to run 5 interviews. This could be a pilot for a pan Sussex project – Michelle.
- People's experience of direct payments project – Lester.
- GP access survey. Pan Sussex survey and 850 took part – Lester.
- Dementia Pathways, funded by NHS Sussex. Interview 45 patients and carers. Data collection is expected in Jan, Feb and March.
- Update on the volunteer matrix and specialist volunteers – David and Clary

### **4. Young Healthwatch**

- Alan wrote up a full report of alternatives.
- Unanimous decision to terminate our contract with YMCA providing Young HW services
- Christine questions how we can reach primary school children. Alan mentions Starting Well. Core 20 plus for children was issued last week.

### **Action**

- As part of Chief Officer handover arrangements Alan would like to have a meeting with all board members individually.

Alan is currently reviewing the Healthwatch Brighton and Hove contract/service specification with the City of Brighton and Hove to identify what is expected from HW in the next 3 years. With tendering for a new contract in mind.

### **5. Finance report**

We are on track to break even at the end of the financial year. Not yet invoiced for some extra income:

- Dementia Pathways - £25K after reductions
- Maternity and mental health - £30K
- Outpatients contract - £18K
- Direct Payments - £5.5K

Board agreed for staff to have three days of annual leave between Christmas and New Year as additional to their normal leave entitlement on a permanent basis.