

## Healthwatch Brighton and Hove Board meeting approved minutes 6.2.2023

### Attendees:

Geoffrey Bowden	Chair
Chris Morey	Board Finance Lead
David Liley	CEO
Alan Boyd	CEO Designate
Khalid Ali	Board member
Gillian Connor	Board member
Karen Barford	Board member
Christine D'Cruz	Board member
Howard Lewis	Board member
Alistair Hignell	Board member
Angelika Wydra	Board member

### In attendance

Lester Coleman	Head of Research
Michelle Kay	Project Coordinator
Will Anjos	Project Coordinator
Clary Collicutt	Project Coordinator

### Apologies

Sophie Aunounou	Board member
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No members of the public

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## 1. Minutes and matters arising

### Action 1 –

Contact Neil McIntosh, former Board member, to arrange a donation to his favourite charity following the passing of his wife – **Chair to follow up.**

- a) Howard Lewis advised that the Speak up guardian for University Hospitals Sussex NHS Trust (UHSx) is still to be recruited – a candidate who was due to start, withdrew their application. For background, the National Guardian's Office and the role of the Freedom to Speak Up Guardian were created in response to recommendations made in Sir Robert Francis QC's report ["The](#)

[Freedom to Speak Up](#)" (2015). These recommendations were made as Sir Robert found that NHS culture did not always encourage or support workers to speak up, and that patients and workers suffered as a result. A network of Freedom to Speak Up Guardians in England and conducts speaking up reviews to identify learning and support improvement of the speaking up culture of the healthcare sector.

- b) **Care Quality Commission (CQC) reports on services at UHSx.** Alan reported that he had raised the need for greater Healthwatch involvement in action plans created by UHSx with his contacts there.

### **Action 2–**

The Board expressed a need for greater clarity as to how Healthwatch feed into the development of UHSx action plans – **David & Alan to follow up.**

## **2. Activity Report – David Liley**

- a) **Recruitment.** The Board was advised that Healthwatch were recruiting for a Project Support Officer (PSO) and Communications & Engagement Officer (CO). Applications close 27<sup>th</sup> February. It is hoped that both roles will be filled by April 2023.
- b) **Staff salary and bonuses** – the Board were asked to agree a proposal to award a 5% increase to existing staff members (for comparison the national living wage increased by 4.7%). Details of a new, simplified bonus system were also discussed with a proposal to award 20% of any additional income (over and above the core Healthwatch grant) brought in by staff during the preceding year. The Board agreed to both recommendations reflecting that these would more fairly recognise and reward staff for their contribution. Michelle Kay thanked the Board on behalf of the team.
- c) **Young Healthwatch.** It was reiterated that the Young Healthwatch strand of work had been taken in-house. The staff team are scheduled to meet with Natasha Cummings, Children and Young Persons Mental Health and Wellbeing lead at NHS Sussex in March to discuss future possible workstreams.

- d) **Strategy development.** Alan Boyd talked the Board through the results of a recent SWOT analysis, and explained how a renewed strategy can set out how Healthwatch will support the wider Integrated Care System's and place-based level priorities. As part of this work, Michelle Kay has undertaken a review of the current service specification governing the Healthwatch contract. This will help us to know where to focus our attention. It was reiterated that the current Healthwatch contract is due end of March 2025. This aim of the strategy is to highlight how we engage, how we measure our impact, how to raise awareness of Healthwatch and improve recognition of what we do. The strategy will be clear that Healthwatch is an independent organisation. Alan explained the aim is to publish the strategy on 30<sup>th</sup> June at the same time as the Annual Report.
- e) **Board training delivered by Healthwatch England.** The Chair described Healthwatch England training sessions which were available for Board members.

### **Actions 3 and 4–**

- **Chair** to circulate details of training to Board.
- **Board members to take up the offer individually**

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

- a. **Maternity and mental health.** Michelle Kay provided a summary of the key findings from this project which was commissioned by Healthwatch England. This project covers birthing mothers' experiences of pregnancy and in the first year after birth. Michelle conducted five in-depth interviews. Michelle will write a mini report after Healthwatch England has published their findings.
- b. **GP report.** Lester presented a summary of the report and advised that this has been published on our website.  
<https://www.healthwatchbrightonandhove.co.uk/report/2023-03-06/healthwatch-our-focussed-work-gp-services-brighton-and-hove>
- c. **Health Overview and Scrutiny Committee (HOSC) –** The Chair advised that he has secured a regular standing section for Healthwatch projects/updates at future HOSC meetings.

**Action 5–**

- **Board agenda.** The team requested that more time was allocated to the Project update section and for it to be moved to after the minutes. **Alan suggests** that future Board agendas should not be so busy.

**4. Finance report**

- a. The Board expressed its thanks to Ruth for preparing the report.
- b. The forecast for the final year (pre-bonus) is £48K net income – brought in as a result of additional income to the core grant. The Board agreed that this was a good result and testimony to the work of the staff team
- c. The income brought in from certain projects were discussed
  - a. Dementia Pathways – estimated to be £25K after reductions
  - b. Maternity and mental health – around £4K
  - c. Outpatients contract – estimated to be £18K over the current and next financial year
  - d. Direct Payments – £5.5K
- d. The Board was also presented with a budget forecast for 2023/34, which is subject to amendment.

**Board decisions**

- David asked the board to vote to approve next year's draft budget – **all Board members agreed**
- David asked the board to agree wage increase and bonus, the latter being subject to final adjustments – **all Board members agreed**

**5. ICB strategy priorities**

- a. David talked through the ICS strategy priorities.
- b. It was raised that Healthwatch Brighton and Hove will potentially lead on the creation of a new Healthwatch / ICS liaison role. The function of the role will be to support the relationship between Healthwatch teams across Sussex and the Integrated Care Systems. Details of the role, funding and implementation are being worked through.

**Action 6 –**

- Alan to provide an update at the April Board meeting.

## **6. Other matters arising**

- This was David's last board meeting and the Board expressed its gratitude to him for his contribution to the organisation over the last 6 years. His leaving lunch is to be on Monday, 27<sup>th</sup> March.

**End of minutes**