

Healthwatch Manchester Board Meeting

Tuesday 18th January 5pm - 5.00pm
3rd Floor, The Lexicon, Mount Street, Manchester

Present	Apologies
Vicky Szulist - Chair (VS)	Linda Hill (LH)
Neil Walbran (NW)	Julie Rigby (JR)
Marcus Graham (MG)	Mina Desai (MD)
Richard Jones (RJ)	Circle Steele (CS)
Fergal McCullough (FM)	
Member of the public x 1 (SG)	
BSL interpreters	

Minutes

Item

Welcome

VS welcomed attendees.

Apologies from LH.

Stephen Rennie (SR), a member of the public, was present, no questions.

1. **Minutes of previous meeting** from 20th November 2018 were accepted as true and accurate record.

- 1a The latest action log was reviewed, agreed and updated.

- 1b The latest decision log was reviewed, updated and agreed.

2. **Matters arising**

NW informed the meeting that an informal meeting with Cllr Beverley Craig whose portfolio includes Healthwatch was in the diary for February.

NW updated that the Volunteer & Membership Officer position has been recruited to. Philip Tebble, previously Administration Support Officer, has been appointed.

NW updated that the resulting Administration Support Officer vacancy was being recruited to.

The Greater Manchester HW Network are developing a proposal to HW England to fund a year's transition period in which the case for a business model (Special Purpose Vehicle) is developed with the aim of attracting funding around engagement.

A second proposal to the Greater Manchester HSCP has been developed which presents the offer from the Greater Manchester Network to the partnership around engagement.

VS thanked all board members who had commented on accounts, which were signed and submitted before Christmas. Healthwatch Manchester achieved charitable status in Sept 2018 which requires a step change in accounting.

VS proposed a pre Annual Report meeting in mid-June to focus on accounts and our Trustee Report.

ACTION: NW to organise mid June meeting which focuses on accounts and charity return.

VS noted the need to refresh the Risk Register.

ACTION: NW to circulate SWOT analysis before the March board meeting

ACTION: All board members to complete the SWOT analysis

VS noted the continuing issue re: PAYE.

ACTION: VS to look into PAYE issues.

Action log update

178 Condom budget: Manchester SH Board gave no indication regarding the condom budget.

ACTION: NW to do FOI request regarding the allocation of prophylaxis in Manchester.

194 Tax advice for students getting a second job: No progress yet.

VS to investigate registration with IR and allocation of personal allowance.

208 Investigate risk and associated preparatory training for work with inmates - on hold pending decision on the Options Appraisal document (agenda item 4).

209 Greater Manchester Cancer board - NW meeting Linda Hill 19th January 2019.

212 Skills audit & analysis - only one received.

ACTION: NW to send out again, for completion in time for the March board meeting.

219 A response to the Greater Manchester review report cannot be made, as it is not yet published.

Nothing to comment on from Decision Log.

3. Report to the Board

NW presented recent activity report including update over ongoing work and reports published this period.

Emergent issues for consideration

- a) The Enter & View work must be offset against capacity & other work. The need to do a review report of the visits was identified.

ACTION: NW to implement review report production.

4. Year Plan & Priorities

Document 3. Strategic Planning Meeting Notes

The board focused on the issues identified at the planning event as having both a high probability and impact.

ACTION: NW to implement an audit of local councillors and their portfolios.

ACTION: NW to complete Strategic Planning Document and send document 3 to all attendees of the planning event.

Document 4. Options appraisal

Within the Healthwatch Manchester resource envelope it is impossible to implement all options in document 4. The board reviewed the document and identified the following areas of work as priorities:

- Youthwatch including the review of CAMHS & AIS compliance
- Young Carers and access to services
- Delayed transfer of care & care at home
- Enter & View visits (restricted to four max)

ACTION: NW to draw up a year plan for approval

ACTION: NW to send the above list to absent board members requesting their input and approval

Public section of meeting ends.

5. Escalation issues

No escalation issues.

6. Safeguarding

No issues.

7. Documents for approval

None

8. Membership for approval

No new memberships for approval.

9. Date, time and venue of next meeting

Tuesday 19th March 2019, 5pm, 3rd Floor The Lexicon, Mount Street Manchester.

10. AOB

Future need identified to liaise with Trade Unions so HW does not end up between them & privatised services.

We have not yet been informed by MCC regarding the Healthwatch Manchester contract, its value or whether it will roll over again.

Meeting closed at 6:10pm.