

Healthwatch Manchester Board Meeting

Tuesday 17th July 5pm - 6:30pm
3rd Floor, The Lexicon, Mount Street, Manchester

Present	In Attendance	Apologies
Neil Walbran - Chair (NW) Julie Rigby (JR) Linda Hill (LH) Marcus Graham (MG)		Mina Desai (MD) Richard Jones (RJ) Fergal McCullough (FM) Circle Steele (CS) Vicky Szulist - Chair (VS)

Minutes

Item

Welcome

NW welcomed attendees.

Apologies from MD, RJ, FM, CS and VS.

There were no members of the public present.

1. **Minutes of previous meeting** from March 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**

The board **agreed** to refresh the action log to begin at 177 and the two ongoing actions to be completed:

Item 160 is an ongoing element of the organisation's marketing plan

Item 175 is in hand as a collaborative project with UoM

LH recommended training for staff and volunteers around working with inmates

Action: NW to investigate risk and associated preparatory training for work with inmates

Item 202

Action: LH and NW to meet regarding Healthwatch Manchester and the Greater Manchester Cancer board

Item 205

A co-production meeting with GMMH is planned for August between Healthwatch Manchester, Shelter & The Men's Room to take recommendations from 'Lost in Crisis' forward.

A Young Onset Dementia steering group is to be set up and convened by Healthwatch Manchester to take recommendations from 'Beyond the Diagnosis' forward.

New premises: Healthwatch Manchester has now moved to Canada House.

3. Report to the Board

NW informed the Board of ongoing processes and the following emergent issues carried discussion:

- d) Our Enter & View Programme of Work may create escalation or safeguarding areas for the board to address

The Enter & View Programme of work documents were presented and reviewed. The risk issues associated with this work were discussed and members of the board indicated their support with managing this.

The board **agreed** that issues related to Enter & View work requiring immediate attention would be dealt with via email or through an EGM if necessary.

4. Escalation issues

No escalation issues.

5. Safeguarding

No issues.

6. Documents for approval

Annual Report 2017/18

Action: NW to make minor changes to text and imagery as noted by the board

10. Membership for approval

No new memberships for approval.

11. Date, time and venue of next meeting

Tuesday 18th September 2018 17.00 at The Lexicon

Any Other Business

LH - Macmillan Cancer Support is working with MHCC on designing the palliative care pathway and this involves user engagement and coproduction. Recruitment to this piece of work from hard to reach groups of people is important and

The board **agreed** to support Macmillan Cancer Support & MHCC in recruitment to coproducing the Manchester palliative care cancer pathway

Action: NW to circulate an email from the board to all Healthwatch Manchester member organisations with the request for support with this work.

NW - The board members are entering a new sphere of governance as trustees and a skills audit and gap analysis is a logical step at this juncture. A board away day may be required to support this work.

Action: NW to circulate a skills audit and produce a gap analysis in time for the September 2018 meeting or board away day.

Meeting closed at 6:30pm.