**HEALTHWATCH SALFORD BOARD MEETING MINUTES**

**9th September 2020**

**Part 1**

**11:30am – 12.15pm**

**Zoom Video Link**

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| **Item** | **Actions** |
| **Welcome and Introductions**  **Present**:  Phil Morgan (PM) – Chair  Alex Leach (AL)  J Ahmed (JA)  Sam Cook (SC)  Elyse Peacock – (minutes) (EP)  Jacqueline Leigh (JL)  Kate Simpson (KS)  **Apologies:**    Board agreement under 41(6) of HWS constitution to the Board meeting being conducted by electronic means. |  |
| **David Backhouse**  PM paid tribute to our late Board Member and Volunteer David Backhouse who passed away on Thursday 20th August at home. A minutes silence in respect to David was paid.  EP confirmed that an email to all volunteers would be sent out informing them of David’s passing and once funeral arrangements had been announced a news article would be published on the website. | EP |
| **Accuracy of notes**  Agreed by all to be accurate and helpful.  Declarations of Interest - None |  |
| **3. Chairs Report**  PM went through his Chairs Report, listing the meetings he has attended since the last Board Meeting on behalf of HWS along with the Team Meetings he held with EP and ML prior to AL starting and thanked them for their support during the handover period.  PM then discussed the Healthwatch in Greater Manchester positioning (as mentioned in his Chairs Report) and the potential amalgamation of CCG’s in Greater Manchester. Advising the team to remain neutral and respond once any changes have been made. AL agreed to remain neutral and independent. JL added how the past few months have demonstrated how diverse Greater Manchester is, especially with local lockdown measures.  PM asked AL to respond back to Heather that we (HWS and HW in GM) should not anticipate, advocate or support any changes that are proposed by the Partnership or Government. However if there are changes we should be able to respond to any new pan-GM CCG through the HW in GM mechanism and discuss the best approach with our fellow HWs including resources.. | AL |
| **4. Chief Officers Report**  AL thanked the Board for their support in making it an enjoyable first few weeks with Healthwatch Salford and explained how it has been very beneficial for him already coming from a local Healthwatch in terms of the transition.  AL then talked through his Chief Officer report and discussed how HWS is providing input through the Health Protection Board, with weekly updates, challenges and responses. HWS are also involved in engagement and the sharing of messages related to COVID-19 and our position is to be supportive in the locality.  AL moved onto the area of Governance and discussed the quality assurance framework which he explained would be more appropriate later in the year. The Business Plan was then discussed which covered the current Women’s Health Project.  The Healthwatch Salford Network was discussed and AL explained how it was being reviewed as to how it works and a relaunch. Projects on Care Homes and Domiciliary Care plan to be set up this month. AL added that he was meeting Paul Walsh to discuss issues in Salford and that the Safeguarding Board have asked what HWS are currently hearing across Salford.  ML has been working on the application for the Healthwatch England Network Award and has submitted the Silent Voices project.  Partnership work – AL then discussed the Big Reset Conversation survey which HWS is supporting Salford CCG with the messaging and comms. HWS volunteers also reviewed the survey in advance of it being shared with the public and produced some very constructive feedback. Aqua have also asked to set up a patient panel in Salford for services, which would be shared between HWS and Salford CVS.  Overview of staff team – Team meetings are being held weekly. AL is looking into putting a wellbeing package together, including a volunteering scheme and will bring this to the next Board Meeting to review. This package would not just include the current offering of Simply Health but also a flexible working policy.  JL added that students are not able to go out to practice currently at Salford University and suggested speaking with a colleague of hers (Maxine) to discuss 1st year student nurses perhaps volunteering for HWS to give them some engagement experience. AL agreed and added that he plans to review the whole volunteer structure.  KS suggested speaking with Mindful Employer as they have provide independent counselling and also suggested speaking with Simply Health about allowances for this year being carried over to the following year as staff have not been able to use them due to COVID-19.  JL added that she will put AL in touch with a Phd student called Sue who is interested in incident reporting re. the Care Homes project. | AL  AL/JL  JL/AL |
| **5. Business Plan Update**  There is currently a focus on reset, amplify and our COVID-19 response. At the next Board Meeting the Action Plan will be reviewed with an updated RAG rating. AL added that elements may change in the Action Plan given COVID and that he has reviewed and added areas which HWS has done in support, along with the pending projects such as care homes, domiciliary care and wheelchair services. |  |
| **6. Policy Schedule**  AL explained that there are a number of policies which are now due for review such as those inherited from Peninsula. Additional policies which are HWS specific also need updating and reviewing for Board approval.  6.1 Flexible working policy  AL explained how he plans to allow staff to travel to and from work at a flexible time, whilst having a set core hours which is similar to what is currently in place at HW Rochdale. KS agreed with this and how it will help to ensure a health work life balance and have an emphasis on actions rather than hours. AL added that staff will have a time sheet to monitor their hours and to ensure balance and agreed that it should be outcome based.  Policy agreed by the Board and will be reviewed after one year not three years. |  |
| **AOB**  This years AGM will be held virtually in late October/early November. EP will send out a Doodle Poll to the Board to help agree a date that works for all. AL will look into a guest speaker who will talk about the COVID-19 response. | EP  AL |
| **Next Meeting**  Wednesday 11th November 2020 – 10am – 12.30pm, Zoom |  |