Minutes of Healthwatch Cheshire CIC Board - Part 1

Date: 25 March 2024 Venue: Teams meeting
Time: 5pm to 5.45pm Chair: Lynne Turnbull

Item	Part 1 – In Public Topic	Action
1.1	**Present:** Chairing the meeting: - Lynne Turnbull – LT, Chair, Board Member and Director Keith Roper – KR, Board Member and Director Erica Morriss – EM, Board Member and Director **Apologies:** Mervyn Harding – MH, Board Member and Director **In attendance:** Louise Barry – LB, CEO LT welcomed all.	
1.2	**Declaration of Relevant Interest** None declared.	
1.3	**Minutes of previous meeting (enc) and matters arising** Notes were checked for accuracy and matters arising and agreed as an accurate record.	
1.4	**Action Log (enc)** LT confirmed we are up to date with progress on workplan. LD project still to be discussed; LB to speak to LT about dates as one of the Engagement Team will be involved. An April date will be agreed in order to confirm the workplan.	LB to arrange meeting April
1.5	**1.5.1 CEO Update** LB presented her report and acknowledged the team is very busy; there is a lot of activity and a number of published reports. With regard to the self-assessment work, we have 'Principles', but are being encouraged by HWE to have 'Stated Values'. This could be looked at as part of Board development once the recruitment process is complete. There is a Diversity Monitoring Survey from HWE which we have circulated to all staff and volunteers.	

	LT asked about Smart Survey – LB clarified that this is a free licensed package, similar to SurveyMonkey, being offered by HWE. It has been tested out by other local LHW and HWC will take it on now as it will offer a way of working together with Cheshire & Merseyside Local Healthwatch on the Primary Care Access Recovery Plan (PCARP) project. It will allow uniform reporting by C&M Local Healthwatch at Place and C&M level. Very limited funds will be given to the Local Healthwatch for this work, which LB will question. Healthwatch Knowsley is putting together a survey. EM – the access plan is on the ICB agenda with the support of Healthwatch noted. The CEO report was accepted. **1.5.2 Board Recruitment** 12th April deadline for applications. Four people wish to speak to LB regarding the role. EM was also speaking to two people who had shown an interest via Women on Boards. It was agreed that rather than a skills audit we need to be thinking generally of governance, finance and strategy. KR suggested a filtering process, with the added criteria of an interest in health and care. It was agreed to have a shortlisting Teams meeting with LT, KR, EM and LB on Wednesday 17th April at 5pm. MH also joined this. EM will be on holiday then until 1st May, but is happy to feed in before she leaves.	
1.6	**1.6.1 Current Workplan** LB – we've been exceptionally productive, much feedback, based on our known priorities and some work extending into next year. We are on track. **1.6.2 Workplan for 2024/25** We are aware that our proposed workplan does not reflect our entire work and unsure whether, in its current form, it does us justice. Meeting with some team members shortly to discuss its content and format. At this point, we have been approached by C&M to do some work around Diagnostics – but the inception meeting hasn't yet taken place. How would the Board like it to be represented? HW is increasingly being asked to be involved with the JSNA in both East and West Cheshire which is a considerable amount of work. HWBB have asked us to make the pledge around Children and Young People as it is a CWaC priority. 12 – Substance misuse – just finishing this large project, and CWaC would like us to work with them again next year. We are being pulled in many directions and our knowledge is obviously valued. How do we cover this breadth, or are you comfortable with the plan as it's presented?	

	The current format of the workplan was discussed at length and LB will take a look at how it can be presented. It was agreed that for a public version the themes with strapline would be published. A more detailed internal version of the document showing drivers, including lead driver would be drawn up.	LB to amend the Workplan
1.7	**Independence of Healthwatch Cheshire - Standing item - Consultations and surveys** LB – To give reassurance to the Board, when the Primary Care Access Recovery Plan work is carried out, the survey will be based on what the nine Local Healthwatch said good access to GP services would look like if the recovery plan was working – we will maintain our independence.	
1.9	**Any Other Business** – notified in advance where possible None. Future meeting dates to be set.	**EMcK**
Meeting closed at 5.45pm Next meeting – To be confirmed		