

BOARD MEETING

MINUTES OF MEETINGS

TUESDAY, 23rd Sept- 14.00 PM TO 16.00 PM

SUNSHINE HOUSE - Gallagher Room (located within the main building)

	23rd September 2024	21st November 2024	23rd January 2025	1st March 2025	17th April 2023
Kathryn Drury (Chair)	√				
Karen Parker	√				
Dave Suddell	√				
Eenie Rothwell	√				
Lynne Hamnett	√				
Stuart Parsons	Apologies				
Adrian Hardy	Apologies				
Lacey Briscoe	√				
Yemi Oke	√				

MINUTES OF MEETING (OPEN)

Agenda Item No	Section A: For Approval	Presenter
1.	<p>Welcome & Introductions</p> <p>The Chair welcomed everyone to the meeting and introduced YO to the Board as the newly appointed Administrative Officer at HWWL.</p> <p>Apologies</p> <p>Apologies were received and noted</p>	KD
2.	Declaration- No conflict of Interest Recorded	
3.	<p>Minutes of Meeting</p> <p>The notes were received and agreed as a true record.</p>	

4.	<p>Matters Arising</p> <p>AH is to continue with the Advisory Committee (A/C); with John Fox joining the Audit Team of the A/C.</p> <p>LB raised the issue of T/C for the PO that is over £1000, but ER said it will be ready and presented in the next meeting.</p>	
5.	<p>Report for Approval</p> <p>Nothing to report</p>	
6.	<p>Policies for ratification</p> <p>Nothing to report</p>	

Agenda Item No	Section B: For Discussion	Presenter
7.	<p>Staff Updates</p> <p>YO joined the HWWL Team as an Administrative officer.</p>	KD/LB

<p>8.</p>	<p>Projects</p> <p><u>PCN ENGAGEMENT</u></p> <p>It was decided that all PCN staff would be involved in the project's planning process. Currently, PCN is working on co-designing engagement modules for the staff.</p> <p><u>DISCHARGE PROJECTS</u></p> <p>Getting Volunteers in Discharge Projects</p> <p>DS raised questions about volunteering in the Discharge Project- emphasising difficulty in getting volunteers for the discharge project. LB affirm that generally Volunteers are coming on board while KP said volunteering depends on what the project is about. KP also opined that health and social worker, and students (nursing students) on placement could be considered as the next niche to getting volunteers for the discharge project but things should be done with care as their engagement is dependent on resource management.</p>	<p>KP</p> <p>LB</p>
<p>9.</p>	<p>Contract review / Performance</p> <p>Scheduled Contract Review meeting has taken place and the council is happy with HW Engagement.</p>	<p>KP</p>
<p>10.</p>	<p><u>Reports for discussions</u></p> <p><u>Other Significant Reports</u></p>	

11.	Director discussions <ul style="list-style-type: none"> • Advisory Committee: AH still to continue as the Chair of the A/C. • Healthwatch in GM & NHS GM Integrated Care and Health and Wellbeing Board Updates: Issues affecting these include limited resources, and GP referring issues of Mental Health to Schools. 	
12.	<u>GDPR/Freedom of Information Request</u> Nothing to report	

Agenda Item No	Section C: For Information	Presenter
13.	<u>Approved at Advisory Committee:</u> <ul style="list-style-type: none"> • Relevant Decision Log • Advisory Committee Minutes dated 9th July 2024 • Finance: Budget review meeting is scheduled for 21st October 2024. ER agreed to provide T/C for Purchase Order. 	ER
14.	AOB Date of next meeting is Thursday 21 st November at Sunshine House.2:00 PM - 4:00 PM.	All