

Wigan Borough Healthwatch CIC
 Healthwatch Board Meeting
 Monday 30TH January 2pm-4pm
 Ashland House. Dobson Park Way, Wigan

	28/11/2022	30/1/2023	30/03/2023	08/05/2023	
Lynne Hamnett Acting Chair (Vice Chair)	√	√			
Kathryn Drury		√			
Linda Sykes		√			
Pauline Gregory		√			
Ernie Rothwell		√			
Dave Suddell	√	√			
Dave Baxter	√	√			
Elinor Halliwell	√	√			
Stuart Parsons	Apologies	Apologies			
Wendy Boyers	DNA	DNA			

1. 1.1	Welcome KD welcomed everyone to the meeting. Each director introduced themselves due to new members at the first meeting.	Chair
2. 2.1	Declaration of interest Ratification of Conflicts of Interest Policy approved. Declaration of Interest Register completed and agreed.	Approved Approved
3. 3.1 3.2	Minutes Minutes of the meeting 28 th November 2022 were agreed as a true record KP presented the Relevant Decision Log. LS requested an Action Log be brought the next meeting.	LH Information Action: KP to develop
4 4.1	Finance KP presented the current position. LS asked for clarity around underspend. KP explained this has been allocated to staffing costs. ER suggested that it is reported in a different way. Financial position was approved.	Information Action: ER to take back to Audit Committee to work through

<p>5. 5.1</p>	<p>Director Discussions KP presented current organogram -</p> <p>A discussion took place around list of meetings. Directors were unclear about who attends what meeting. KP to clarify.</p> <p>LS suggested that each director should hold their own portfolios and this could be discussed further via a director workshop.</p> <p>PG suggested that Healthwatch should attend Discharge Committee at WWL</p> <p>LS questioned how meetings are shared and a further discussion took place around this topic and how meetings are presented at the board by KP and ER referenced that meeting have official minutes.</p> <p>Discussion around KP being the key conduit to the board and the attendee of a meeting can then share key points from the meeting with the Board as the central point.</p> <p>PG highlighted how it was important that the Board have feedback.</p> <p>Discussion took place around minutes of meetings.</p> <p>KD discussed a template for feedback of meetings.</p> <p>Discussion around HWE and KP explained the objectives.</p> <p>KD discussed the GM action log and how it does not need to affect HWWL.</p> <p>Discussion took place around ICB and having a single point of contact form HWinGM. This will not be funded from individual Healthwatch.</p> <p>A discussion took place around a joint upcoming away day between the directors and Advisory Committee.</p> <p>Feedback from HWinGM - Tracey is an excellent leader. no further findings discussed.</p>	<p>Information</p> <p>Action: KP to circulate</p> <p>Action: KP to arrange director workshop</p> <p>Action: KP to arrange this</p> <p>Information</p> <p>Action: KP to provide feedback sheet</p> <p>Action: KP to forward the date</p>
<p>6. 6.1</p>	<p>Audit Committee DB explained that no meetings had taken place</p>	

6.2	KP explained challenges of taking people off the bank account and adding new people on. KD and LH agreed to be added on to bank account.	Action: KP to get details from KS/LH
7.	GDPR/Freedom of Information Requests Nothing to report	
8.	Chief Officer Update	
8.1	KP reported a positive contract review and confirmed that some of the current challenges had been reported to the commissioner.	Information
8.2	KP outlined the proposal for the new IMP database to be commissioned from HealthWatch Lincolnshire.	ER agreed to liaise with HWLincs and report back to directors with findings.
8.3	KP presented Mental Health Project Proposal that had been approved by Advisory Committee to go ahead.	Information
8.4	KP presented Big Conversation Update Report. This is a collaborative piece of work between HWinGM/NHSICPGM	Information
8.5	KP presented detail of outreach sessions delivered in the quarter	Information
8.6	KP presented Code of Conduct Policy V2 for approval.	Approved.
9.	AOB Nothing to report	
10.	Meeting Concluded The next meeting will take place on 30th March 2023. Venue to be confirmed	