

## Healthwatch Redbridge Board Meeting Minutes and Action points

12 April 2018 1.30-3.30pm

Present:	Apologies:	
Vanda Thomas - VT	Margery Peddie - MP	
Mike New - MN	In attendance:	
Athena Daniels - AD	Sarah Oyebanjo - SO	
Lorraine Silver - LS	Edith Galliers - EG - LBR	
Mo Dedat - MD	Sanjan Haque - SH - LBR	
Cathy Turland - CT		
Item	Discussions	Actions
1. Welcome and	1.1. VT welcomed Directors and completed housekeeping	
Housekeeping	1.2. There were no declarations of interest	
2. End of Year	2.1. EG and SH from LBR joined the Board to review	
Monitoring	<b>,</b>	
Report		
3. Minutes/matters	3.1. The Minutes for 8th March 2018 were agreed and signed	
outstanding	by the Chair.	
	3.1.1. GDPR - CT had provided a briefing document to	
	MD in regards to compliance with General Data	
	Protection Regulations due to become law on	
	25 <sup>th</sup> May 2018. She explained that staff members	
	Tom and Miranda were reviewing our policies and	
	procedures and feeding back to her. Tom is	
	liaising with HWE and other LHWs regularly. We	
	will have to write to our members to update	
	them before the deadline. A reciprocal	
	arrangement with HW Havering had been agreed in order to provide a Data Protection Officer	
	role. This would ensure we are in compliance but	
	would not be a financial burden.	
	3.1.2. Identify a budget for the annual report	
	summary - CT confirmed the budget would cover	
	the cost of an 8 page summary report being	
	printed for approximately £400.	
	3.1.3. Board Development Meeting - confirmed for 25	
	April from 5.30-8.30pm.	
4. Community Cash	4.1. Fund Update - These minutes have been redacted due	
Fund	to commercial or personnel sensitivities.	
	4.2. <b>CCF Summary Report</b> - A combined report summary	
	will be completed once all reports have been received.	
	SO to forward individual completed reports to the	
	Board.	
	4.2.1. Terrence Higgins Trust - The project start date	
	has been delayed. <b>SO to update Board.</b>	SO
	4.2.2. <b>RAMFEL</b> - A report has been provided but further	
	information referencing the issues raised has been requested. <b>SO to update Board.</b>	so
	4.2.3. Redbridge Carers Dementia Support Group - 4	30
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		abridge
	sessions were completed but we are still waiting for the full report with case studies and a video.  SO to update Board.  4.3. Next Stage: Although previously agreed to develop a smaller fund this year, the board agreed to put this on hold.	SO
5. Projects, items and events updates	<ul> <li>5.1. Work Plan - the draft plan was presented to the Board by SO. Part of the plan refers to a number of priorities in the new Health and Wellbeing Strategy that HWR contributed to. Signposting logs and local research was undertaken to develop a postcard survey for the third year running which was sent to members and distributed through social media and at events. The results have been used to set the priorities that were reviewed by attendees at our recent AGM. The Board will need to approve the work plan by the next Board meeting to allow it to be distributed ahead of its presentation at the next HWBB meeting in June.</li> <li>5.1.1. SO to send draft workplan to the Board for comments and further discussion at the Development Meeting.</li> <li>5.2. Investing in Volunteering - CT was pleased to acknowledge the hard work that had been completed by the Volunteer Coordinator and the positive comments from volunteers including some Board members, received in response to the audit. The response from the assessor is that we clearly meet the standard which should be confirmed by July.</li> <li>5.2.1. VT to write to the Volunteer Coordinator to express the gratitude of the Board for her hard work.</li> <li>5.3. Abbey Care Complex</li> <li>5.3.1. CT explained that an unannounced E&amp;V visit had been carried out on 22 March. The report is being drafted by SO at the moment and will be sent to the provider for comments.</li> <li>5.3.2. CT advised that further information and concerns were raised and shared with the Quality Surveillance Group recently. The concerns have led to the QSG proposing a CQC led unannounced</li> </ul>	SO VT
6. Confidential Matters	meeting.  6.1. Financial Management - These minutes have been redacted due to commercial or personnel sensitivities.	
	<ul> <li>6.2. HR - These minutes have been redacted due to commercial or personnel sensitivities.</li> <li>6.3. Board Recruitment update - These minutes have been redacted due to commercial or personnel sensitivities.</li> </ul>	
7. AOB	·	
8. DONM	8.1. 10 May 2018	
J. 5011111	on to may 2010	

Signed Date	
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