

Healthwatch Redbridge Board Meeting Minutes and Action points Thursday 14 June 2018, 1.30pm- 3.30pm

		T			
Present:		Apologies:			
Athena Daniels -		Lorraine Silver- LS			
Glynis Donovan- GD		Margery Peddie - MP			
Mike New - MN					
Mo Dedat- MD		In attendance:			
Vanda Thomas - \	- VT (Chair) Sarah Oyebanjo - SO				
Item		Discussions			
1. Welcome &	1.1.VT welcomed the directors and Glynis Donovan who is				
Housekeeping		co-opting on the board for at least the next 6 months.			
	1.2.There were no	1.2. There were no declarations of interest.			
2. Minutes/	2.1. The Minutes for 10th May 2018 were agreed and signed				
matters	by the Chair.	, , , , , , , , , , , , , , , , , , , ,			
outstanding	2.1.1. Meeting	- AD mentioned that she will circulate			
	_	the notes from the CCG meeting which she			
	attended	d. AD to circulate notes from the			
	meeting	meeting.			
	2.1.2. SO will b	2.1.2. SO will be attending the HWBB on 25th June. VT			
		to inform SO about possible attendance.			
	2.2. Communicatio	ns Strategy: SO informed the board that			
		add a narrative to the communications			
	U	send the updated strategy to MP.	SO		
		dar- MN mentioned that the calendar			
	_	members availability has still not been			
	•	to work with MP to set up the			
	calendar.		SO		
		nent- SO provided information from			
		stee length of service. It was highlighted			
		y's governing document should mention			
		trustee appointments. MN discussed			
		t Healthwatch Redbridge have			
		ith recruiting new members and			
	5 5	e necessity to check our legal documents			
		nding trustee length of service. SO to	CO		
		about the legal documents and share	SO		
2 61 66	this with VT.				
3. Staff		e board that Tom's last day is on 15th			
recruitment		tioned that there is a lack of clarity			
		v role job title. Cathy wants HWR to			
		ct support officer rather than media			
		due to the difficulties that Healthwatch			
		n advertising for the role of media			
	_	ry previously mentioned the importance			
		one with experience in communications.			
	The board sugg	ested that we should focus on			



		recruiting a media officer. The board also discussed the possibility of a job share with RCSS. SO to work with MP to create a job description and start the recruitment process.	SO/MP
4. Projects, items and events updates	4.1.	Community Cash Fund- All six reports have been received by Healthwatch. SO informed the board that all of the reports are now available on the website. Two videos completed by PALS and RCSS are available on YouTube. The board discussed additional ways of highlighting the excellent work that has been completed. Outstanding payments for the project are £500 for RAMFEL, £625 for Terrance Higgins Trust and £650 for Redbridge Carers.	
		SO to draft a letter for the chair to send to HW England about the project. VT to discuss with MP about a communications and marketing strategy including press release and	SO
	4.2.	newspaper article. E&V review- SO informed the board that we have started revisiting all the GP practices in Redbridge to ascertain the changes that have been implemented regarding the recommendations that we made in the report. Currently, six visits have taken place. So far, no issues have been raised. Visits are due to be	VT
	4.3.	completed by the end of July. Annual report- The media officer has started working on the report and this will be reviewed by Cathy when she starts working from home. Outstanding items include a statement from the chair.	
	4.4.	SO to send the message from last year to VT. Volunteer's video- A video was created to celebrate volunteer's week and showcase the work that volunteers are involved in within the organisation. Five volunteers shared their experience of being a part of HW. The video is available on YouTube.	SO
	4.5.	NCS (Working with young people) - SO informed the board that NCS (an organisation who works with young people to provide real life experiences) contacted Healthwatch about partnership working. This involves running a workshop for 12 young people living in Redbridge. As well as showing the young people around the office, the group would be given a problem to	
		solve relating to our workplan. Due to the excellent working relationship developed, we were invited to provide another workshop for another group of young people. This workshop will take place in their premises	



but also provides an opportunity to interact with young people about our work. The workshops are due to take place on 11th July and 16th August. Potential workshop topics include best way of engaging with young people and asking them to design a piece of work for young people in Redbridge. VT suggested that we should record a video of the student's experiences after the workshop. SO to find out whether this is feasible. 4.6. Communication plan for diabetes week- SO discussed the importance of this social media project due to limited staff availability to attend outreach events relating to diabetes. The board discussed potential opportunities of working with diabetes group in Redbridge. MN to find out information about diabetes group in Redbridge. MN to find out information about diabetes group in Redbridge. MN to find out information about diabetes group in Redbridge. MN to find out information about diabetes group in Redbridge. MN to find out information about diabetes group in Redbridge. MN to find out information about diabetes group in Redbridge. MN to find out information about diabetes group in Redbridge. MN to find out information about diabetes group in Redbridge. MN to find out information about diabetes group in Redbridge. MN to find out information about diabetes group in Redbridge. MN to find out information about diabetes group in Redbridge. MN to find out information about diabetes group in Redbridge. MN to find out information about diabetes group in Redbridge. MN as deforted to commercial or personnel sensitivities. 6.2. HR Management- These minutes have been redacted due to commercial or personnel sensitivities. 6.3. Board recruitment- These minutes have been redacted due to commercial or personnel sensitivities. 6.4. Development day- These minutes have been redacted due to commercial or personnel sensitivities. 7.7. AOB 7.1. SO discussed her meeting with Ceri Jacob (Managing Director CCG) and informed the board that Ceri would like to attend a board meeting into hear full				
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