

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF
HEALTHWATCH BLACKPOOL
HELD AT THE EMPOWERMENT OFFICE, BISPHAM ROAD, BLACKPOOL
ON MONDAY 14 NOVEMBER 2016 AT 3.00PM**

Present: Mr E Jackson, Non-Executive Director
Mr G Molyneux, Non-Executive Director
Ms M Whyham, Non-Executive Director (Chairman)

In attendance: Mr S Garner, Healthwatch Blackpool Manager, Empowerment
Ms J Humphries, Integrated Commissioning Manager, Blackpool Council
Mr M Towers, Company Secretary (Co Sec)
Miss Y Burnett, Company Secretary Support.

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1.	<p>Apologies for Absence</p> <p>Apologies for absence were submitted on behalf of Non-Executive Directors, Ms K Burrell and Dr M Davis.</p>	
2.	<p>Declarations of Interest</p> <p>None.</p>	
3.	<p>Minutes of the Last Board Meeting held on 15 September 2016 2016</p> <p>The Board agreed: To approve the minutes of the Board meeting held on 15 September 2016 as a correct record.</p>	
4.	<p>Matters Arising from the Minutes of the Last Meeting</p> <p>i. <u>Articles of Association (Public Meetings)</u> – Mr Garner confirmed that the meeting room (downstairs) at Beaverbrooks House (Carers Centre), Newton Drive was available for use and the Chairman suggested it as the venue for the next Board meeting.</p> <p>ii. <u>Additional Revenue</u> – Mr Jackson asked for the discussions around the sustainability options to remain on the agenda.</p>	<p>SG</p> <p>Co Sec</p>
5.	<p>Withdrawal of Empowerment</p> <p>The Board was advised that the current contract holders, Empowerment had surrendered the contract to support Healthwatch Blackpool. Empowerment had been subject to a number of funding pressures and following the appointment of a new Chief Executive had reviewed its responsibilities, including Healthwatch Blackpool and Empowerment and consequently it was unable to continue to host the service and had given notice on the contract.</p>	

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<p>It was reported that across the country, Healthwatch companies were adopting different ways of working and the option to collaborate with Healthwatch Lancashire, with whom a positive relationship had been developed, was being actively pursued. The Empowerment contract would cease on 31 December 2016 allowing for a three-month transition period to consider options. In response to a question, it was reported that at this stage, it was uncertain where Healthwatch staff would be located post December 2016 and the option of remaining at the Empowerment offices in Bispham or relocating to a Council owned office was being considered.</p> <p>Ms Humphries explained that from a commissioning point of view, in the circumstances the contract would normally go back out to tender/ quotations, but it was important to consider what had been achieved in the last 12 months and ensure that there was no break in service. She added that a transitional period, would ensure that the statutory requirements were still being met. Mr Towers added the 2015 tender exercise had only produced two bids, the then existing incumbents and Empowerment and there was no guarantee that a suitable supplier would be identified if there was an open tender.</p> <p>It was reported that Healthwatch Lancashire and Blackpool had overlapping priorities, collaboration would achieve Value for Money, whilst maintaining Blackpool's independence and recognising and safeguarding its own identity. The Chairman added that the Local Development Plan, part of the Sustainability and Transformation Plan (STP) already grouped together Blackpool with Wyre and Fylde, which were part of Lancashire Healthwatch.</p> <p>The Board was advised that a number of meetings had been planned with Healthwatch Lancashire in preparation for the proposed collaboration and Ms Sheralee Turner-Birchall, Chief Officer, Healthwatch Lancashire had been reviewing the contracts, Business/ Strategic Plan and the challenges around the IT requirements. In response to a question, it was reported that there were a number of benefits for Lancashire, who had lost staff due to budget cuts, collaborating with Blackpool, it would strengthen the Fylde Coasts partnership working, support the option of income generation and there was recognition by Lancashire of the qualities and approach of Blackpool Healthwatch staff. It was suggested that Ms Turner-Birchall be invited to a Board meeting to meet Members and share ideas.</p> <p>Ms Humphries explained that the funding for Healthwatch activities was provided from the Local Reform Grant, but was unsure of how the actual funding for each Healthwatch area was calculated.</p> <p>It was reported that there would be a change of contract from 1 January 2017 and a temporary agreement with Healthwatch Lancashire in place for the three-month transitional period (31 March 2017). Ms Humphries added that this could be extended if necessary. Ms Humphries added that Healthwatch England, who</p>	

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	<p>saw Healthwatch Lancashire as a high quality provider, was being kept informed of arrangements.</p> <p>The Board was concerned that the transitional period should not unduly affect the day-to-day workload/ arrangements of Healthwatch Blackpool staff.</p> <p>The Board agreed:</p> <ol style="list-style-type: none"> 1. That it was essential that the governance arrangements, membership and the day-to-day management were appropriate for Blackpool. 2. To continue to pursue negotiations and directional of travel with Healthwatch Lancashire. 3. To provide Board Members with email updates. <p>6. Resignation of Chairman</p> <p>The Board noted that with effect from 30 November 2016 the current Chairman, Mrs Mary Whyham had submitted her resignation due to her taking up a Non-Executive Director position with Blackpool Teaching Hospitals Trust. The articles of association provide for a recruitment panel to put forward a Chairman for the Board.</p> <p>The Board Members thanked Mrs Whyham for her personal commitment and contribution to the development of the Board since her appointment.</p> <p>7. Operational Leads' Report</p> <p>Mr Steven Garner, Healthwatch Blackpool Manager presented his report to the Board, which included information about a number of reviews and consultations that had been undertaken and provided the following updates:</p> <ul style="list-style-type: none"> • Care Home review – draft report being quality assured prior to Board circulation for approval. • Adult Mental Health – attending Stress control groups and single access points as part of the service review. • GP's – discussions with Patient Participation Groups and Practice Managers to develop approach to assist them tackle appointment and waiting times. <p>The Board was advised that Healthwatch Lancashire, Blackpool and Blackburn with Darwen were undertaking a joint pilot piece of engagement work, taking surveys to pharmacies. It was reported that this would involve 230 community pharmacies in Lancashire and 44 in Blackpool. It was noted that this work was unfunded. However, Healthwatch Blackpool would receive £2,319.50 in funding to undertake three focus groups in December at the Kirkham Prison, Lancashire Women's Centre and with a local Travelling group regarding cervical screening</p>	<p>JH/ Co Sec</p>

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8.	<p>and immunisation. It was suggested that this was not an identified Blackpool priority and need to be mindful of the existing pressures on resources when agreeing reviews. Ms Humphries added that the priorities of the Healthwatch could include those of its stakeholders and should not be solely community led, a mixed economy was equally beneficial.</p> <p>The Board was reminded that Healthwatch Blackpool was involved in a collaborative public consultation with Lancashire and Blackburn with Darwen as part of the Sustainability and Transformation Plan and it was reported that £30,000 had been requested to support the work. The Board whilst acknowledged the benefit of Healthwatch Blackpool's involvement was concerned about its limited resources. The Chairman advised that Healthwatch Lancashire would be responsible for sourcing temporary staff to work with Mr Garner.</p> <p>Mr Garner circulated, at the meeting, a document identifying the Key Performance Indicators (KPI's), which had been agreed at a recent meeting with the Council's Commissioning Team. It was reported that more details were required from Healthwatch Blackpool to demonstrate added value. Ms Humphries explained that during the transitional period the reporting arrangements would be considered to accommodate the collaboration and the negate the need for reporting in two formats. Mr Garner agreed to circulate the KPI's electronically to Board Members.</p> <p>In response to a question regarding the performance of the Healthwatch Blackpool, it was reported that the Commissioning Team was satisfied with the work and existing arrangements worked well, but it had taken longer than expected to embed. Ms Humphries added that the next stage would be to develop the "So What" stage of reviews to establish how organisations responded to reviews and what changes, if any, had been made as a consequence.</p> <p>The Board agreed: To note the Operational Leads' report.</p> <p>Feedback from Various Bodies</p> <p>The Chairman reported that she had met with the Chief Executive and Chief Nurse at the Blackpool Clinical Commissioning Group (CCG) and discussed a number of topics including Mental Health, Cancer statistics, home births and STP consultation. She added that she had established a good network relationship with colleagues at the Blackpool Victoria Hospital, recently discussing the cardiac outpatients' service and she hoped that this would continue with Mr Jackson. Mr Jackson reported that the key points of discussion at the Health and Wellbeing Board meeting on 19 October had been the healthy Weight Strategy and the delivery of preventative medicine.</p>	SG

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9.	<p>Mr Molyneux reported that at the recent Blackpool Clinical Commissioning Group (CCG) Governing Body meeting the pressure of GP referrals on the hospital and initiatives to address this was discussed. The meeting also noted the increased admission numbers despite it not being peak season and the possible implications during the winter months. He reported that as with the Health and Wellbeing Board, preventative medicine was discussed. Prior to the meeting, Mr Molyneux circulated two (CCG) papers, Update on Children and Young People's Emotional Wellbeing and Mental Health Transformation and the Public Health Annual Report 2015.</p> <p>The Board agreed: To note the updates.</p> <p>Update on the Sustainability and Transformation Plan (STP)</p> <p>The Chairman reported that a PAN Lancashire response to the Sustainability Transformation Plan (STP), involving Blackburn with Darwen, South Cumbria and Blackpool was being produced prior to the deadline for submissions (21 December 2016). She added that the PAN Lancashire Health and Wellbeing Board was producing a plain English version of the STP Plan for public use and as part of the consultation process Healthwatch Blackpool would be involving in providing support to focus groups in January 2017 identified from the Local Plan Development.</p> <p>The Board agreed: To note the update.</p>	
10.	<p>Finance Report</p> <p>The Board noted the finance report and the underspend in salaries.</p> <p>It was suggested that future finance reports should contain more context, including spend projections and budgetary figures alongside actual expenditure so areas of overspend could be highlighted. The Chairman offered to seek support from Ms Smith to achieve this.</p> <p>The Board agreed: To note the report.</p>	SG/ MS/ MW
11.	<p>Appointment of Interim Chairman</p> <p>In light of the Chairman's resignation and as a provisional measure the Board was asked to appoint an interim Chairman.</p> <p>Following a discussion, Mr Molyneux advised the Board that currently he was unable to commit the time needed for the position, but offered to support Mr Jackson if he was to take the position of Chairman.</p>	

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	The Board agreed: <ol style="list-style-type: none"> 1. To appoint Mr Eddy Jackson as the interim Chairman. 2. To appoint Mr Molyneux as the second representative on the Health and Wellbeing Board. 	
12.	Any other Business None.	
13.	Dates of Future Board Meetings The Board agreed: That a further meeting would be held in February 2017 and the exact date would be confirmed following consultation with Ms Sheralee Turner-Birchall, Chief Officer, Healthwatch Lancashire	Co Sec/ JH

The meeting ended at 4.35pm

Signed by the Chairman

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Interim Chairman Mr Eddy Jackson, ??? February 2017