

**Healthwatch Redbridge Board Meeting
Minutes and Action points
Thursday 13 September 2018, 6pm - 8pm**

<p>Present: Vanda Thomas - VT (Chair) Athena Daniels - AD Glynis Donovan- GD Margery Peddie - MP Lorraine Silver- LS</p>	<p>Apologies: Mike New - MN Mo Dedat- MD</p> <p>In attendance: Edith Akenkide arrived at 6.20pm</p>	
Item	Discussions	Actions
<p>1. Welcome & Housekeeping</p>	<p>1. VT welcomed the directors. 1.1. GD declared that her organisation, RCSS, received £650 from the HWR Community Cash Fund. The CCF is on the agenda. 1.2. Mike New and Mo Dedat sent their apologies.</p>	
<p>2. Minutes/ matters outstanding</p>	<p>2. The Minutes for 19th July 2018 were agreed and signed by the Chair. 2.1. Matters arising and actions not on the Agenda 2.1.1.Meeting notes: VT to forward notes from CCG meeting to CT. 2.1.2.Google Calendar: MP explained that this has already been set up. Board members to decide on a time for MP to show the group how to use google calendar. MP to plan a date for the meeting and circulate details for google drive. 2.1.3.Community Cash Fund: MP to send the case studies to CT. 2.1.4.Development Diagram: VT to forward development diagram to CT. 2.1.5.AGM: CT to identify meeting and venue dates. 2.1.6.Board members to agree on suitable meeting to invite CCG managing director and councillors when Cathy returns to work. CT is working on meeting dates for CCG Managing Director and Councillors.</p>	<p align="center">VT MP MP VT CT CT CT</p>
<p>3. Staff recruitment</p>	<p>3.1. Communications Officer: VT and CT interviewed for the position of Media Officer and Nat Cato has been appointed subject to the usual checks. It is hoped that Nat will start on 1 October.</p>	

<p>3. Community Cash Fund</p>	<p>3.1. CT briefed the board on the potential to re-establish the Community Cash Fund.</p> <p>3.2. The feedback from some of the organisations have shown how the fund has benefitted their users:</p> <p>3.2.1. Redbridge Carers - successfully used the project findings within funding applications</p> <p>3.2.2. PALS have been able to secure additional funding to continue the project in the short term</p> <p>3.3. CT will be working with the organisations during the next few months to identify any actions to take forward in respect of ensuring the recommendations are identified to relevant statutory organisations.</p> <p>3.4. HWE have shared the project reports with the Kings Fund.</p> <p>3.5. CT has also had the opportunity to discuss the projects with the GLA Scrutiny lead in the London Network meeting.</p> <p>3.6. After discussions the board asked for the final approval to be confirmed once MD has had a chance to review and comment on the briefing paper. Board approval will be sought electronically.</p>	<p>CT</p> <p>CT</p>
<p>4. HWE updates</p> <p>5. Projects, items and events updates</p>	<p>4.1. HWE Conference - CT has again been asked to provide a session at the conference in October.</p> <p>4.2. London Network meeting - CT attended the last meeting where a new quality and competency strategy was discussed. HWE are proposing to develop a new quality standard for LHW. CT will be part of the review group.</p> <p>4.3. Website 2.0 - HWE are currently approving the redevelopment of the website. HWR will move to the new website after testing has been completed. No costs have been agreed as yet but HWE assured that they would be reasonable. CT to update the board when more information is provided.</p> <p>5.1. NCS Project - (Now renamed Healthy Living Project): CT updated the board on the Healthy Living Project. CT to resend the HLP report to board.</p> <p>5.1.1. A confidential survey had been created by young people working closely with HWR staff, taking into account the</p>	<p>CT</p> <p>CT</p>

	<p>Redbridge Health and Wellbeing Strategy and HWR work plan objectives.</p> <p>5.1.2. Staff are working with Public Health Redbridge and the Youth Council to get the survey into local secondary schools.</p> <p>5.1.3. AD asked if the board would be able to review the survey before it goes public. CT said the survey has been written by young people with HWR input. The questions have been reviewed and agreed with Public Health and it was important to understand the level of input that has come from young people from many schools within Redbridge.</p> <p>5.1.4. AD said a survey had been commissioned previously by LBR a few years ago which might still be relevant and she would try and secure a copy. AD would also like to be involved in the project going forward.</p> <p>5.2 Enter & View GP review - Most visits have now been completed (one outstanding). CT to provide update about progress once completed.</p>	<p>AD</p> <p>CT</p>
6. Financial Matters	6.1 CT had previously circulated the accounts for August as an information item.	
7. Amendments to HWR Articles of Association	<p>7.1. CT briefed the board on proposed changes to the company articles of association in response to a request from members at the last AGM.</p> <p>7.2. Changes were proposed for the tenure of directors, voting arrangements for director appointments</p> <p>7.3. In order for the changes to be addressed, a number of options were presented to the board and it was agreed to hold an extraordinary general meeting and invite voting members to attend and agree any changes.</p> <p>7.4. Board to review and approve amendment proposals by 20/10/18 and respond to CT.</p> <p>7.5. CT will organise the EGM for 8 November (next board meeting) after approval.</p>	<p>Board</p> <p>CT</p>
8. Confidential Items	8.1. These minutes have been redacted due to commercial or personnel sensitivities.	
9. DONM	9.1. Thursday 11 October, 5:30pm - 7:30pm	

Signed _____ Date _____