

Healthwatch Redbridge Board Meeting

Minutes and Action points

10 May 2018 6-8pm

Present: Athena Daniels - AD Margery Peddie - MP Mike New - MN (Chair)	Apologies: Cathy Turland - CT Lorraine Silver- LS Vanda Thomas - VT In attendance: Sarah Oyebanjo - SO Thomas Thorn- TT	
Item	Discussions	Actions
1. Welcome and Housekeeping	1.1. MN welcomed Directors and completed housekeeping 1.2. There were no declarations of interest	
2. Minutes/matters outstanding	2.1. The Minutes for 12th April 2018 were agreed and signed by the Chair. 2.1.1. Meetings - AD mentioned that she sent some paper work about the CCG governing meeting to CT. AD to send information to SO for discussion at next board meeting.	AD
3. GDPR Update	3.1. Tom presented information regarding compliance with General Data Protection Regulations. He mentioned the differing views from organisations that he had liaised with. He provided the privacy notice that will be sent out to all the members before 25th May 2018. The board decided that the 'opt out' option would be better. TT to discuss the final decision with Edith.	TT
4. Community Cash Fund Update	4.1. SO provided an update on the outstanding reports: 4.1.1. Redbridge Carers Dementia Support Group - We have received the full report with case studies. The video still needs to be edited. The new media volunteer will be working on this over the next few weeks. SO to update board. 4.1.2. RAMFEL - Further information requested has still not been provided. SO to follow up on this. SO to update board. 4.1.3. Terrence Higgins Trust - Four young people have been trained and will be completing the first 12 pharmacy visits on 12th May. The final 13 visits are due to be completed by 19th May. Deadline for the report is end of May. The project officer has been informed that no further extension on this project is possible. SO to update board.	SO SO SO
5. Work Plan	5.1. Work Plan - The revised work plan was presented to the Board. As requested, this included a narrative about how the priorities were chosen and meetings regularly attended throughout the year. The Board approved the work plan subject to amendments to the section on meetings	

	<p>attended throughout the year. SO to discuss meetings attended throughout the year with CT.</p> <p>SO to send the approved work plan to Health and Wellbeing Board.</p>	<p>SO</p> <p>SO</p>
<p>6. Projects, items and events updates</p>	<p>6.1. Communications Strategy- SO presented the communications strategy created to complement the work plan. She explained that each priority in the communications strategy is broken down into the actions that we will complete. These actions then have activities dedicated to the communications involved with Healthwatch Redbridge. Target audiences and how often these communications will take place over the financial year are taken into consideration. After every quarter, we will analyse this communications strategy and make amendments depending on our work schedule. MP requested a narrative for the communications strategy and additional information about the actions and outcomes. SO to update board.</p> <p>6.2. Abbey Care Complex- SO reported that the service providers have responded to the report. The report will be published on the website and disseminated to relevant stakeholders.</p> <p>6.3. Social media project- Mental Health Awareness week is 14-18th May with the focus being on ‘stress’. SO presented the short communication plan created by Tom around what we would like to do to support Mental Health Awareness week. As well as using information provided by mental health organisations, findings from PALS report would be used to direct the project. SO to provide update.</p> <p>6.4. Website Calendar - SO reported that Tom has recently exported the Google Calendar onto the website. This is available to view under ‘events’. Meetings to be included in the calendar include:</p> <ul style="list-style-type: none"> -Stakeholder meetings open to the public -HWR Events -HWR Board Meetings -Local Community Events -Days dedicated to specific things (World Mental Health Day). 	<p>SO</p> <p>SO</p>
<p>7. Confidential Matters</p>	<p>7.1. Financial Management - These minutes have been redacted due to commercial or personnel sensitivities.</p> <p>7.2. HR - These minutes have been redacted due to commercial or personnel sensitivities.</p> <p>7.3. Board Recruitment update - These minutes have been redacted due to commercial or personnel sensitivities.</p>	
<p>8. AOB</p>		
<p>9. DONM</p>	<p>9.1. 14 June 2018</p>	

Signed _____

Date _____