

# healthwatch

Brighton and Hove

Healthwatch Brighton and Hove (HWBH)  
Community Interest Company (CIC)

## Agenda

Board of Directors meeting in public  
Monday 7<sup>th</sup> December 2020 2.00pm - 4.00pm  
By Zoom

### AGENDA

Time	Item No.	Item	Lead
2.00	1.	Welcome + declarations of interest  2.00pm - 3.00pm will be a closed session for Board members only to consider current and future financial planning, Chief Officer to attend at the Chairs request.  Members of the public, staff and prospective Board members are invited to join from 3.00pm	Chair
2.05	2.	Minutes of Last Meeting 12/10/20 see attachment 1 below	Chair
2.05 - 2.15	3.	Propose and endorse new Board members	Chair

2.15 - 2.20	4.	<p>Actions/Matters arising:</p> <p>3.1 Updated Workplan, attachment 2 3.2 Job role of Board Sponsor for a project [draft]:</p> <p>“The role has three aspects - Vision, ensuring that the Board and staff team have a shared vision of the purpose and likely outcome for the project; Governance - that the Board are aware of the project and support it execution and anticipated impact; Benefits realisation - that the project has the assets and resources needed to deliver impact, to be satisfied on behalf of the Board that benefits are realised with appropriate media and publicity and follow up actions.”</p> <p>For guidance see: <a href="https://www.projectmanager.com/blog/what-is-a-project-sponsor#:~:text=The%20project%20sponsor%20is%20that,Every%20project%20has%20one.&amp;text=According%20to%20the%20Project%20Management,or%20portfolio%20for%20enabling%20success.%E2%80%9D">https://www.projectmanager.com/blog/what-is-a-project-sponsor#:~:text=The%20project%20sponsor%20is%20that,Every%20project%20has%20one.&amp;text=According%20to%20the%20Project%20Management,or%20portfolio%20for%20enabling%20success.%E2%80%9D</a></p>	Chair
2.20-2.40	5.	<p>Financial report:</p> <ul style="list-style-type: none"> <li>• Latest estimate</li> <li>• Financial planning 2021/22</li> <li>• Financial planning - tender preparation 2022/23</li> </ul> <p>Attachment 3 - Financial report, Board members only</p>	BD & DL
2.35 - 2.55	6.	<p>Away day planning</p> <p>Attachment 4 - Plan for away day</p>	Chair

2.55 - 3.00		Comfort break	
3.00 - 3.15	7.	New Board members, welcome and introductions	Chair
3.15 - 4.00	8.	<p>Project focus - This is an opportunity for Board members to ask staff questions about their work it will be assumed that the papers have been read and staff will not make detailed presentations. This session may continue beyond 4.00pm into a more informal discussion period.</p> <p>Healthwatch Brighton and Hove 6 month performance report, Dr Lester Coleman see: <a href="https://www.healthwatchbrightonandhove.co.uk/report/2020-10-28/healthwatch-bh-6-month-performance-report-2020">https://www.healthwatchbrightonandhove.co.uk/report/2020-10-28/healthwatch-bh-6-month-performance-report-2020</a> Patient Transport Services - Attachments 4 and 5, Alan Boyd</p>	All
4.00 - 4.30	9.	<p>The implications of COVID-19 for Healthwatch Brighton and Hove, issues for discussion not necessarily decision:</p> <ul style="list-style-type: none"> <li>• Staff, volunteers, work plan</li> <li>• Impact on Board members</li> <li>• Role of office working/remote working in the future</li> <li>• Priorities for the future, consulting stakeholders, planning for the year ahead, balance of Health and Social Care Issues - currently high demand on the team and little spare capacity, but several large projects ending in December: ROAR - digital consultations, Care Home family support, Patient Transport. Workplan suggests a number of issues that we might prioritise: people on direct payments/self-funders, NHS phase III planning [return to pre-COVID levels of activity in the NHS particularly screening and Out Patients, access to primary care - GP's and practice nurses, dental services, the future of mental health services - service redesign + partnerships with housing, further development of the HOPs project, social media capacity. We will need to be working on: follow up from 'A good send-off', developing a media library and building social media capacity, Mental Health Sector Connector, NHS and social care impact on Health Inequalities.</li> </ul>	

		<p>High priority issues for the staff team:</p> <ul style="list-style-type: none"> <li>• To be more topical and relevant we need to be more visible in the media and on social media, the basic requirement for that is people coming forward to tell their personal stories and being prepared to be recorded and interviewed, Board assistance with that would be helpful</li> <li>• We are having a burst of requests for time limited engagement with NHS task and finish groups - SECamb, NHS 111, COVID vulnerable communities engagement, Winter Planning and Flu...the list goes on....Board ideas would be most welcome about how we can recruit authorised volunteers quickly, and brief them to take on a wide variety of time limited tasks</li> <li>• Fran sometimes joins us in a team meeting it might help Board members to be closer to our work if occasionally they visited the team and joined in a virtual team meeting</li> <li>• Team welfare and wellbeing - David is discussing with the team ways in which we might assist them working long term at home and general wellbeing - report to February Board</li> </ul>	
<b>4.30</b>	<b>10.</b>	Any other Business + close of the meeting	All

ATTACHMENT 1: Draft Board Minutes 12/10/20

ATTACHEMENT 2: Up-dated Workplan

ATTACHEMENT 3: Financial report

ATTACHEMENT 4: PTS Research review

ATTACHEMENT 5: PTS Engagement Report