

Wigan Borough Healthwatch CIC

Healthwatch Board Meeting  
Monday 30<sup>TH</sup> March 2pm-4pm  
Family Welfare, Leigh

	28/11/2022	30/1/2023	30/03/2023	08/05/2023	
Lynne Hamnett Acting Chair (Vice Chair)	√	√	√		
Kathryn Drury		√	√		
Linda Sykes		√	Apologies		
Pauline Gregory		√	Apologies		
Ernie Rothwell		√	√		
Dave Suddell	√	√	Apologies		
Dave Baxter	√	√	Resigned		
Elinor Halliwell	√	√	Resigned		
Stuart Parsons	Apologies	Apologies	√		
Wendy Boyers	DNA	DNA	Apologies		

1.	Welcome	Chair
1.1	Everyone was welcomed to the meeting	
1.2	Apologies noted as above	Information
2.	Declaration of interest	Directors
2.1	No conflict of interest declared	
3.	Minutes of the meeting 30 <sup>th</sup> January 2023	
3.1	Minutes were not available for this meeting. Agreed to review at the meeting 15 <sup>th</sup> May 2023	Decision
3.2	No Action Log available	Information
4.	Report from Chief Officer	
4.1	New database - discussion around the need for a new database. HW Lincolnshire developed CRM to superseded HWE database. Software has received the green light. Further discussion took place around how useful the software would be, fit for purpose and value for money.	ER to consider further and bring back to Board for decision.
4.2	KP outlined Project Priorities for 23/24 agreed by Advisory Committee Mental Health; Adult Social Care; Audiology	Approved
4.3	KP presented activity report for quarter.	Information

4.4	KP updated on situation with bank account. Still waiting on confirmation that old directors have been removed from account.	ER/KP to update at next meeting.
4.5	KP presented current financial position.	Approved
5.	Policies for Ratification/Discussion	
5.1	KP presented Complaints Policy V2 for approval	Approved
5.2	KP presented Making Relevant Decisions Policy for information as requested at the last meeting. KD agreed to write an amendment to some of the text and circulate to directors for approval.	Action: KD to amend policy
6.	Director Discussion	
6.1	KP presented document that outlined roles/responsibilities of Board/Advisory Committee. The directors that were in attendance supported the details and did not feel it necessary to change the current governance structure or remove any responsibility currently delegated to the Advisory Committee.  It was agreed to develop a shared Action Log which would be available to Board/Advisory Committee  It was agreed to invite the Chair of Advisory Committee to attend the Board meetings going forward.  ER highlighted that he is in attendance at Advisory Committee meetings to listen to discussion around decision making on behalf of the directors.  ER expressed concern that to lessen the role of the Advisory Committee would be detrimental to Healthwatch and that we could start to lose members. They worked hard to keep things moving forward and this should be respected.  SP expressed that the decision making of the Advisory Committee should be trusted by the directors.	Information  KP to action  KP to invite Chair to future meetings.
6.2	DS was not in attendance to give an update on HWinGM.	

6.3	KP highlighted the requirement to hold the directors /Advisory Committee meetings in public.	Action: KP to publicise all future meetings in the public domain.
7.	Audit Committee  EER reported that a meeting had been scheduled for the 17 <sup>th</sup> April 2023	
8.	<b>GDPR/Freedom of Information Requests</b>  <b>Nothing to report</b>	
9.	<b>Section C: for Information</b>	
10.	<b>Reports from external system meetings</b>	Information
11.	<b>Healthwatch England Brand Awareness Polling Report</b>	Information
12.	<b>AOB</b>  <b>Nothing to report</b>	
13.	Meeting Concluded <b>The next meeting will take place on 15<sup>TH</sup> May. Venue to be confirmed</b>	