

Minutes of Q2 Board Meeting held on 9th November 2022

Context

Due to the high COVID-19 infection rates, and in line with our pandemic working, this meeting took place virtually over the TEAMS platform. Board members were asked to read all the papers and submit any questions on these in advance of the meeting.

As this is a public meeting, TEAMS is used as it does not need a license and can be accessed for free. The public were made aware of the meeting via our Events Page and social media posts. Invitations were also sent directly to stakeholders and commissioners.

Permission to record the meeting, for the purpose of notetaking was agreed verbally and the recording was started. After the production of these draft minutes the recording has been deleted.

Present

Board Directors: Steve Cooper (Chair), Jeremy Gardner (Vice Chair), Non-Executive Independent Directors: Helen Goodman, Nigel Foulkes, Renee Fickling. Mark Sharman, Kathryn Loughnan (Help & Care Member Director)

Apologies: Non-Executive Independent Directors: Sally Dartnell, Martin Phillips, Linda Cairney, Ali Kahn. Commissioner – Niki Lewis. Alison Challenger, WSCC Director of Public Health; Bob Lanzer – Health and Wellbeing Board Chair, Keith Hinckley and Alan Sinclair Executive Director of Adult Social Care, Commissioner Seth Gottesman; Katrina Broadhill

In attendance: Ann Brosnan (Minutes).

Public Observer: n/a

1. Welcome and declarations of interest

SC welcomed everyone to the meeting and noted apologies. He introduced Kathryn Loughnan from Help and Care, who gave an outline of her role.

No declarations of interest.

2. Approval of Previous Minutes

Approved.

Summary of previous actions:

- Action 01 – Send out Youth Mental Health PowerPoint presentation Completed
- Action 02 – Email board regarding interest in taking the West Sussex seat on the Assembly. Completed.
- Action 03 – Share mapping document provided by Katrina, with the board. Completed.

2.1 Matters Arising

Agreed to discuss the mapping document relating to boards at a future meeting.

3. Impact and Performance

In Katrina's absence updates were given by Kathryn and currently the focus is on:

- Comms – Cara leaving has seen a fall in comms, but it is due a lift with the appointment of Kerry
- Winter Strategy – Helping with communications and signposting. Sharing an e-Consult story to ease pressures.
- Patient Records – an update on access has been delivered.
- Dentistry – rumours of a new hub, but no confirmation yet

Board Comments and Questions

JG: May be a good time to look at the Performance Report and focus it more around impact and performance.

Action: Katrina

SC: Thanked the team for all their efforts on this.

4. Financial & Performance Sub Committee Report

JG: Papers weren't ready for the last meeting

MS: Currently recruiting a new director hence the delay in reporting

SC: Finances in reasonable shape. An increase in volunteer expenses is expected. Can leave the review until the next period.

5. Independent Director and Staff Feedback

Updates given except for those attended by Katrina and Martin

5.1 Health and Wellbeing Board (HWB)

5.2 Health and Social Care Scrutiny Committee (HASC)

5.3 Safeguarding Adults Board (SAB)

5.4 System Communication and Engagement

5.6 Stroke Task & Finish Group

JG: Last meeting of the overview group was at end September and the documentation will go to West Sussex Health and Adult Scrutiny Committee in January and public consultation on the proposals to changes to services will begin in February.

Recruitment has begun for the early supported discharge service.

5.7 Pharmaceutical Needs Assessment

NF: In good shape until 2025 and all parties signed up to it.

The team got thanks from West Sussex County Council.

Happy to do it again in 2025

5.8 Development of ICS and Place-based partnerships

5.8 Regional and National Update

KL: Common themes across HIOW and other HealthWatch regions we have access to with Dentistry, GP Access and Winter pressures all being focused on regionally.

MS: The new ICSs and ICBs seeing a shakedown across the system.

Met with the Department of Health and will send out the Fuller Report which shows the direction of travel focusing on neighbourhood. Primary Care response will be built around this.

Action: Mark to share Fuller report with board.

SC: Attended the HWE Chairs call. General theme was that the good work being done by HW can sometimes be undermined by the Las. Important to focus on the good news and recognise and champion all the good work being done by Las as well as HW

6. Integrated Care System

JG: Watched the Sussex Health and Care Assembly and felt that Katrina filled the HW West Sussex seat very well. It is a broad group with lots of intelligent discussion on the strategy.

7. Policies and procedures update

No update.

8. Escalation and Insight Tracker Log

Ann to check if there is an updated version for the board.

Action: Ann

AOB

F2F meetings 2023. The dates were agreed with Ann to set up the Finance Committee meetings the week before (these will still be virtual). The board meetings will be a hybrid set-up and Ann will discuss location with Katrina.

Action: Ann

Meeting closed at 11.15

9 Future Board meeting dates:

Board Meeting dates
Q3 – Wed 22 nd February 2023
Q4 – Wed 17 th May 2023
Q1 – Wed 23 rd August 2023
Q2 –Wed 15 th Nov 2023

Action Plan

Item Number	Action required	By Whom	Notes/ Completed
04	Revisit the impact and performance report's focus	Katrina	
05	Share Fuller report with board	Mark	
06	Check if there is an updated Escalation log and share with board	Ann	Completed 10 th Nov
07	Set up Finance sub committee meetings	Ann	Completed 10 th Nov
08	Set up hybrid board meetings for 2023	Ann	Completed 10 th Nov for Teams invite – venue TBA