

## Local Leadership Board Meeting

9<sup>th</sup> April 2019, 2-4 pm

### Notes

#### Present

Rob Jefferson	RJ	YES
Hazel Dunnett	HD	YES
Irene Kohler	IK	YES
Andy Mintram	AM	YES
Emma Leatherbarrow	EL	YES
Stacey Plumb	SP	YES
David Line	DL	NO

ITEM	ACTIONS
Introductions	
<b>1.Minutes and actions from last board meeting</b>	
<b>Confirm chairmanship</b> David Line has resigned from the board.  RJ confirmed he is happy to continue as sole chair.	Board signed a card of thanks and EL will draft a formal letter of thanks
<b>Current health and social care landscape</b>	Emma will meet with Morgan Daly on 24 <sup>th</sup> April re a joint board meeting
<b>Setting our priorities and feedback received.</b> Work plan was presented by SP as planned	
<b>Attending external meetings for HW and reporting back.</b> IK to be Health and Select Committee rep SP to be reserve All action points completed by SP	IK to confirm is she can attend Health select committee on 30/4/19@2pm
<b>Building our reputation</b> Started to network RJ has met with chair and manager of WSAB. WSAB have offered to provide safeguarding training for volunteers. Patient involvement lead at the CGG-HD has met with them to build a relationship. AM acknowledged how strongly SP had maintained contact and support with volunteers during the changeover period.	HW Wilts to decide what it wants from WSAB
<b>2.HW Wilts updates and Workplan</b>	
SP explained the quarterly report for the commissioner HW Wilts are just finishing the dementia survey and SP confident will hit targets.	SP to send applications with minutes

<p>RJ and HD reported on Community Cash Fund Application process. Board reassured RJ/HD that they would endorse their choices. EL explained that Help and Care will ensure checks and balances are carried out.</p>	<p>Jo will write a report re: impact of funding for HW Wilts.</p>
<p><b>3. Primary Networks-Discussion</b></p>	
<p>SP and AM explained the primary Care Network in Wilts. Devizes is working most effectively and SP in touch to evaluate how it has worked and take learning from it. RM noted that HW Wilts was on the invite list for most developmental meetings at an early stage.</p>	<p>Introduce training/updating for volunteers around developments across Primary Care Networks. EL suggested using Kings Fund Explainer.AM offered to support with this</p>
<p><b>4. Overview of role of board and consistent representation</b></p>	
<p>RJ has produced a 6-point role of leadership board overview. AM acknowledged was a very useful document. Clarification sought by RJ-Is Help and Care responsible and accessible for expenditure and budgeting? EL said Yes. But board can influence and set directions for budget.</p> <p>In light of DL leaving IK is keen to ensure that new board members are not overwhelmed by expectations of role.</p> <p>EL suggested looking at gaps when recruiting 2 new board members. SP agreed maybe from an adult social care/comms/military background.</p> <p>HD suggested she go to HIVE to recruit. AM suggested approach MOD</p> <p>AM suggest the board complete a brief bio to share their skill set.</p> <p>RJ Suggested simplifying presentation and paperwork for applicants. HD suggested applicants meet with board for informal chat first.</p> <p>Board requested that Mark Sharman be involved in selection process.</p>	<p>RJ to trial with new volunteers. Put on HW Wilts website</p> <p>SP to ask Jo to send volunteer opportunities to board members.</p> <p>Board agreed</p> <p>Board agreed</p> <p>RJ to work with HD and SP on this and send draft to EL, IK, AM in next 2 weeks. Email RJ with any comments in next couple of days.</p>
<p><b>6. Income generation</b></p>	
<p>EL outlined an approach.</p>	<p>EL to bring draft to next meeting</p>
<p><b>7. AOB</b></p>	

Date of next board meeting; 28 May 2019

Items for next agenda

1. Income generation.
2. Annual Report
3. Long term plan engagement report draft-general discussion.
4. Staff to explain their roles to board members to see in board can help in anyway.
5. Update on board member recruitment.
6. Activity report and feedback on meetings attended.

Minutes taken by Lindsey Fish 9.4.19