

Local Leadership board

9th July 2019

Rob Jefferson (Chair)	RJ	Present
Irene Kohler	IK	Present
Hazel Dunnett	HD	Present
Andy Mintram	AM	Present
Emma Leatherbarrow	EL	Present
Stacey Plumb	SP	Present

Item	Action
<p>1. Minutes from previous meeting</p> <p>Correction to be made on item 1 of the minutes should read Care England.</p> <p>EL had been in contact with Care Forum re a joint board meeting or the opportunity for the boards to meet and had not yet had a response. EL shared that managers and chairs meet quarterly in other STP areas and this is useful.</p> <p>Brief discussion around income generation to be carried forward to next meeting. EL explained that there is a Project proposal document that is used which clearly sets out our independence. A day rate has already been set with the council and CCG. EL explained that in Hampshire they produce bespoke provider reports for some trusts and these incorporate friends and family test results, qualitative feedback and HW feedback to create a bigger picture.</p> <p>RJ mentioned his meeting with the new chair of RUH and that this was a positive and she was keen to work with Healthwatch going forwards.</p> <p>Discussed board skills and it was agreed that the staff team would send out a request for any support/ help they might need from the board.</p> <p>RJ congratulated the team on the Annual report.</p>	<p>SP to amend.</p> <p>SP will liaise with the HW Banes and Swindon managers and draft a letter to their chairs to suggest an initial meeting.</p> <p>Income generation to be carried forward to future meeting. EL to share proposal.</p> <p>RJ will extend an invitation to her to attend one of our board meetings.</p>
<p>2. Healthwatch Wiltshire Update</p> <p>SP shared the April to June quarterly activity report with the board.</p> <p>Discussion around volunteer hours and recruitment and mapping tools. Suggested to link with PPGs.</p> <p>Suggested a showcase event for the Community cash fund.</p>	

<p>HD shared feedback she had received re a Salisbury GP surgery and discussed how we could share this directly with the practice.</p> <p>SP updated on the volunteer led research project. HD will be involved in this and update at future meetings.</p> <p>EL said that Help and Care are signing up to the Military covenant and that we could consider signing up in our right.</p>	<p>SP to follow up.</p> <p>Item to be added to future agendas.</p> <p>EL will bring to next board meeting.</p>
<p>3. Help and Care Conference</p> <p>SP, EL and IK reported back from the Help and Care staff conference. A good and useful 2 days to hear about the work of Help and Care and their Healthwatch. Main focus was around Digital and training that could be provided for staff, volunteer and board members. The conference will be an annual event.</p>	
<p>4. Board recruitment</p> <p>RJ shared that we had 2 applications to and that himself, IK and Mark Sharman interviewed last week, and one person was appointed.</p> <p>Board advert will be kept live as still one vacancy and discussed how the recruitment pack could be off putting for some applicants.</p> <p>Discussed way in which we can advertise and thought a flyer could be produced that could go out with the stand when out and about.</p>	<p>EL to follow up with HR.</p> <p>SP will follow up.</p>
<p>5. Measuring Impact</p> <p>Discussion around impact and how we measure the difference we make. EL explained that HWEngland have a focus on trying to improve the way the HW networks talks about the difference it makes. They are producing a Making a difference toolkit and quality framework due to be published later this year. RJ and SP attended a launch event of the making a difference toolkit and this was useful to think about outcomes and impact and the differences between these.</p> <p>HW West Sussex have tested some of this a created a workplan for the year that highlights the activity they plan to undertake and the expected outcomes and impact. Discussed if we could use something similar in Wiltshire and how we could test the toolkit and quality framework.</p> <p>RJ reminded the board they had agreed to look again at the Terms of reference after 6 months and it was thought that this could tie in with a self-assessment using the quality framework. EL suggested it may be useful to have a facilitated session to discuss this but it was raised the facilitator would</p>	<p>SP to send Making a difference toolkit slides.</p>

<p>need to have a good understanding of HW and our role. EL suggested a facilitator and will check their availability.</p> <p>It was agreed the August meeting would be split, with half the time on usual business and the second half a discussion around this with the possibility of a full facilitated session taking place in September.</p> <p>It was also noted that it would be useful to hold a session with all staff and volunteers around this perhaps at a future volunteer day.</p>	<p>EL to contact facilitator.</p>
<p>6. External meetings</p> <p>All shared feedback from external meeting that they had attended and how it was useful to have a seat at the table.</p> <p>Discussed some meetings across the STP that both we and HW Banes and HW Swindon attend and could there be a way to work together so one rep attends to represent all 3 areas.</p>	
<p>7. AOB</p> <p>SP asked if all members were happy with the meeting being held at the ILC or if it would be useful to alternate venues. No consensus reached but thought it might be useful to hold meeting elsewhere occasionally. IK said that the Quaker meeting house in Salisbury would be free on Tuesday afternoons.</p>	

Dates for next meetings:

Tuesday 6th August 2pm -4pm Independent Living Centre

Tuesday 10th September 2pm -4pm Independent Living Centre

Tuesday 8th October 2pm -4pm Venue TBC