

Local Leadership Board Meeting

28th May 2019

Rob Jefferson (Chair)	RJ	Present
Irene Kohler	IK	Present
Hazel Dunnett	HD	Present
Andy Mintram	AM	Present
Emma Leatherbarrow	EL	Apologies
Stacey Plumb	SP	Present
Julie Brown	JB	Present (for part of the meeting)
Jo Woodsford	JW	Present (for part of the meeting)
Linda Webb	LW	Present (for part of the meeting)

Item	Action
<p>1. Update from staff on their roles JB, JW and LW joined the meeting and all gave a brief overview of their roles and current projects.</p> <p>IK mentioned other agencies we could share our reports with such as Care England.</p> <p>It was felt this was a useful session to hear directly from the staff and board agreed that this could be more regular, with staff attending the board to share news about a particular project they are working on.</p> <p>Discussed how the board could support the staff and volunteers and the board encouraged staff to let them know if they can support in any way.</p> <p>JB, JW and LW left the meeting.</p>	<p>IK to send contact details for agencies that reports can be shared with to SP.</p> <p>Staff to be invited to future board meetings as and when.</p>
<p>2. Minutes from last meeting Minutes agreed. Items to follow up:</p> <ul style="list-style-type: none"> • Feedback from Emma re a joint board meeting across BSW • Income generation discussion • Board skills matrix – matrix to highlight board areas of interest/ skills. 	<p>To be followed up at next meeting.</p>
<p>3. Healthwatch Wiltshire update Board received paper in advance with an update on the workplan.</p>	
<p>4. Annual Report Board received draft annual report and were invited to comment. It was noted that Annual reports are usually prepared for commissioners but that this Annual report</p>	

<p>was quite informal. SP explained it was purposefully so as it would be a public document.</p> <p>SP asked for any further comments to be sent to her direct by fri 7th June.</p>	
<p>5. Board member recruitment</p> <p>Role is live and the offer is there for an informal chat. Had one expression of interest and RJ meeting for an informal conversation. Discussed how we could ensure the advert is shared widely with other organisations and also Patient participation groups.</p>	
<p>6. Feedback from recent meetings</p> <p>Each board member fed back on recent meetings that they had attended including the Health select and health and wellbeing board.</p>	
<p>7. Agree next meeting dates and frequency</p> <p>Discussed frequency of these meetings and it was decided to keep monthly meetings for now, until the board was at full compliment.</p>	<p>SP to book room for July, Aug and Sept meetings.</p>
<p>8. AOB</p> <p>SP informed the board of the dates for the Help and Care staff conference and the Healthwatch England conference later in the year and extended an invitation to board members.</p> <p>SP updated the board that Chris Gale, Research lead at HW IOW was visiting this week with the aim to support the team through a project including looking at research approaches, methodologies and reporting.</p>	
<p>Dates for Future meetings</p> <p>9th July</p> <p>6th August</p> <p>10th September</p>	
<p>Items for next meeting:</p> <ul style="list-style-type: none"> • Measuring Impact • Research project with Chris Gale - update • Outcome of Board interviews - • Report from Help and Care conference 	