**Healthwatch Sutton Board of Directors Meeting**

6.30pm, Monday 11 Nov 2024  
Granfers Community Centre, 73-79 Oakhill Road, Sutton, SM1 3AA   
(In person (Zoom not required as all present))

**MINUTES**

**Trustees:**

Janet Wingrove (JW) David Elliman (DE)

Shiraz Sethna (SS) Radhika Bhandari (RB)

Noor Sumun (NP) Mahendra Patel (MP)

Simon Oliver (SO) Steve Niewiarowski (SN)

**Staff:**

Pete Flavell (PF)

**Speaker:**

Simon Breeze (SB)

**1 Welcome, apologies and notification of Any Other Business**

* 1. JW opened the meeting by welcoming new Board member Steve Niewiarowski. All present gave a brief introduction and personal background. No AOB raised.

1. **Community Action Update**

2.1 Simon Breeze came and gave a presentation explaining the work of Community Action and the context of Healthwatch in the organisation. Slides have been disseminated.

1. **Minutes of the previous meeting**

2.1 DW was changed to DE in section 10.2.

1. **Matters arising**
   1. Action Log.
   * Actions Completed - 1, 8, 11 (response any time up to 31 March 25?), 12, 13, 16, 17, 18
   * Actions no longer required - 9
   * Actions rolled over 6, 15 (included in the action log below)
   * Actions passed to new Comms Officer 2, 3, 4, 5, 7, 10, 14 (These will be emailed directly so that they can be removed from the Action Log).

**AP - PF to distribute Memorandum & Articles of Association for Board to double check last date for AGM**

* 1. The Board discussed the AGM and agreed that this would be held on 24 February 2025 (subject to room availability. As agreed previously, this would be an AGM-business-only meeting.

**AP - PF to check availability of Granfers for the AGM on 24/02/25. UPDATE: Granfers Small Hall booked.**

* 1. The Board discussed the Away Day in 2025. It was suggested that the agenda could look at:
  + How the Board can be more supportive to staff/the organization.
  + More ways to hold the organization to account.
  + Revisit priorities

PF advised that Simon would be unavailable to facilitate an Away Day from Jan-Mar 2025. The Board asked for the Away Day to be arranged for a Friday in April that Simon was able to facilitate.

**AP - New Comms Officer to lead on the organisation of the Away Day once in post.**

1. **Representation at meetings**
   1. The Board reviewed the attached list of meetings shared in the papers.
   2. Four current vacancies were identified.
   3. It was suggested that more precise information was given concerning days/times/frequency in the table.

**AP - PF to update Representation table with days/times/frequency**

JW advised that she does attend the Commissioning advisory group and UECDB but would be happy to delegate the latter. David advised that he is the deputy and happy to continue but would not want to step up to the lead.

**AP - PF to update Representation table**

* 1. David advised that the London Ambulance council has been disbanded and should be removed. Completed.
  2. It was suggested that PF reassesses the current meetings that he attends and delegates any that he feels could be represented by a board member

**AP - PF to assess all personal current representation.**

* 1. PF felt that it would be more equitable if he contacted all Board member by email and asked all those who are interested in the vacancies to come forward. A fair process will be put in place if more than one Trustee is interested in a vacancy.

**AP - New** **Comms Officer to resend the revised list to the Board once the above actions have been completed to fill vacancies.**

1. **Trustee recruitment update**
   1. PF, DE and JW advised the Board that there are new Trustees in the recruitment process. DE and PF interviewed an applicant today who will be offered the position. There is a further applicant who has completed the application form and is awaiting interview that is in the process of being arranged.
   2. Should the latest application be successful the total number of Board members would be 10. The Articles of Association state the Board can have up to 15 members.
   3. The Board agreed that we would continue the application process with the last potential applicant. The advertisement has been taken down from the Sutton Volunteers Centre website.
   4. **It was agreed that no further applications would be accepted** until the Board had carried out an assessment to identify the skills and knowledge gaps that they felt would benefit the organisation.

**AP - PF to contact latest applicant to continue process.**

1. **Staff recruitment and structure update**
   1. PF advised that the Communications, Engagement Project Officer vacancy has now been filled. All recruitment processes are completed and a start date of Mon 2 December has been agreed.
   2. The change from part-time with a strong Comms focus to full time with more project management delivery has been possible due to the salary savings made from the CEO reducing hours from 28 to 21. This is expected to take effect in the new year after the new staff member is in place and has received some support.
2. **Finance Update - Including NIC impact**
   1. PF advised that an initial assessment of the increases in salary costs due to the changes in Employer National Insurance Contributions showed that this was likely to be in the region of £6-7,000 next year based on a 3% pay increase. This does not include the Employers Allowance that is effectively a rebate (non-charge) of the first NICs of the year. In April, Community Action Sutton (as a whole including all their employees and ours) will not have the pay the first £10,500 (formerly £5,000). This is expected to be in the region of £2k. The way this is distributed across the employees of both organisations in unclear.
   2. MP advised that he has received the full list of individual transactions for the first quarter (April to March) but it is not in a format that he is able to work with (PDF).

**AP - PF to ask Dun for the transactions for Q1 in Excel Format**

* 1. MP stated that way the accounts are being recorded in also changing so that all charges are broken down by contract. This will enable the organisation to assess the economics of each contract.

1. **Work Report**
   1. PF ran through the supplementary paper and updated the Board on project progress.
   2. Ear Wax Removal report letter has been approved and can now be sent to SWL ICB.
   3. The Board discussed the suggestion put forward by Sutton PCNs that collection of responses to the NHS 10 year plan could be collected locally and then passed on to the national programme in order to ensure that we had captured local people’s views. PF will continue discussions to see if this is feasible practically and logically.
   4. DE will meet agreed to meet with the officer who will take over the maternity project once the lead has been agreed.
2. **Any other business**
   1. None raised

**Date of next meeting: 6.30pm, Monday 13 January 2025**

**ACTION LOG**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Ref** | **Action** | **By** | **Status** |
| 1 | 3.1 | PF to investigate entitlement to ask the Scrutiny Committee questions and receive a response | PF | ongoing |
| 2 | 3.1 | PF to contact the organisations that responded to the primary school mental wellbeing report for an update on their actions. | PF | ongoing |
| 3 | 3.1 | PF to distribute Memorandum & Articles of Association for Board to double check last date for AGM | PF | completed |
| 4 | 4.3 | New Comms Officer to lead on the organisation of the Away Day once in post. | New Comms Officer | ongoing |
| 5 | 5.3 | PF to update Representation table with days/times/frequency | PF | ongoing |
| 6 | 5.3 | PF to update Representation table | PF | ongoing |
| 7 | 5.5 | PF to assess all personal current representation. | PF | ongoing |
| 8 | 5.6 | New Comms Officer to resend the revised list to the Board once the above actions have been completed to fill vacancies. | New Comms Officer | ongoing |
| 9 | 6.4 | PF to contact latest applicant to continue process. | PF | ongoing |
| 10 | 8.2 | PF to ask Dun for the transactions for Q1 in Excel Format | PF | ongoing |

**FORWARD PLAN**

|  |  |
| --- | --- |
| **Meeting** | **Agenda item/speaker** |
| October info | Cancelled |
| November board | * Andrew attends |
| December info |  |
| January board | * Alyssa attends |
| February info |  |
| March board | * Andrew attends |