

# Minutes Board Meeting

**Monday 8<sup>th</sup> December 10am-12 noon**

Healthwatch Derbyshire Office

Followed by Christmas lunch with the staff team

**In attendance:**

- Denise Gould (DG) - Chair
- Tim Broadley (TB) - Board Member
- Al Garrett(AG) - Board Member
- Carl Hardman (CH) - Treasurer
- Hannah Parry Payne (HPP) - Vice Chair
- Helen Severns (HS) - Board Member (joined remotely)
- Victoria Sweetmore (VS) - Board Member
  
- Helen Henderson (HH) - CEO
- Tammi Cooke (TC) - Office Manager

**Apologies:**

- Fiona Marshall (FM) - Board Member

		ACTION
<b>1.0</b>	<b>Welcome and introductions</b>	
<b>2.0</b>	<p><b>Apologies for absence</b></p> <p>As above.</p> <p>Jo Hall resigned from the Board as of 17<sup>th</sup> November 2025 owing to increased work commitments.</p> <p>On behalf of the Board, DG offered her thanks to Jo for</p>	



- The third and final report of the tobacco project will be concluded in the New Year and has now been invoiced
- The hospital discharge work continues in respect of the rolling out of the survey to gather patient experiences
- The domiciliary care work has been completed, and the final report was published on 1<sup>st</sup> December 2026
- HH is having conversations about future pieces of commissioned work, which is very promising.
- HH and Abi Stott-Marshall are having conversations with the HWD engagement team about which pieces of work to pick up for 2026/27
- The HWD team is trialing a HWE impact tracker up until the end of March 2026. This will capture impacts realised from longer-term pieces of work and will sit alongside the activity tracker and work plan
  - The impact tracker will be demonstrated at the IIA Subgroup in February 2026.
- Healthwatch England (HWE) is to reduce its structure down to a skeleton function that will include some degree of support to Local Healthwatch for the time remaining
- DG was invited by South Derbyshire's MP to attend a networking event. She had the opportunity to discuss continuing issues around wheelchair services and was able to feed back the work HWD has done around this topic

**5.3**

**5.4**

	<ul style="list-style-type: none"> <li>○ HWD is to revisit this to further explore patient experiences of this service which is now being provided by Blatchfords.</li> <li>● HPP asked if HWD had heard anything further from the ICB or Local Authority             <ul style="list-style-type: none"> <li>○ HH advised that the next conversation to take place in January is between the Chief Executives of Healthwatch Nottingham/Nottinghamshire and Lincolnshire with Clair Raybould, Executive Director of Strategy &amp; Citizen Experience of Derbyshire, Nottinghamshire and Lincolnshire ICB cluster.</li> </ul> </li> <li>● HH to establish some firmer relationships with the new DCC administration in the New Year</li> </ul> <p>HH advised that the Health Scrutiny Committee continues and HWD is on the agenda for the January meeting.</p>	<b>HH</b>
<b>6.0</b>	<p><b>Update from CH on Local Healthwatch response meetings</b></p> <ul style="list-style-type: none"> <li>● A response has been received from the government to the petition set up by the National Group which basically reinforces the reply previously received from Wes Streeting</li> <li>● The response from the National Group to Wes Streeting has not yet been sent</li> <li>● The original Working Group 1 and Working Group 2 have been combined into one Working Group that meets weekly</li> <li>● A document called the Value of Local Healthwatch has been produced that can be</li> </ul>	

used to inform local stakeholders, the public, MPs, councillors etc about the value of the work of Local Healthwatch

- National Voices has offered a free 12-month membership to Local Healthwatch
  - Chief Executive, Jacob Lant, attended a meeting of the Working Group and suggested lobbying local MPs and Lords and using the Health and Social Care Select Committee to get ministerial attention.
- The National Group requested details of engagement taken place with MPs and Lords
- Some meetings have taken place with the DHSC, but attendees had been disappointed at how the meetings went
- Meetings have been held with the King's Fund which is undertaking work on behalf of HWE. Local Healthwatch have been asked to provide any documentation that will help with their review
- The Working Group is looking to develop a relationship with HWE going forward and it has been suggested that they meet with the Working Group
- The funding for Local Healthwatch for 2025-26 has been confirmed. Funding for 2026/27 is still to be confirmed
- The National Group had suggested that the Working Group considers what a future model should look like if Local Healthwatch did not exist. However, the group did not consider they had sufficient resources and were going to report this position back to the National Group
- A meeting took Place with Gavin MacGregor (GM)

	<p>of HWE who advised that legislation is likely in the New Year</p> <ul style="list-style-type: none"> <li>○ The Working Group asked if HWE could help with communication with DHSC, Health &amp; Wellbeing Board, MPs, the Lords etc – no comment given to this request</li> <li>○ GM unable to provide any information on the Dash Review.</li> <li>● HS: The National Group needs to emphasise the support and work provided by Healthwatch volunteers. HWD volunteers want to keep going and their strengths and values to HWD are not being fully recognised nationally             <ul style="list-style-type: none"> <li>○ HH suggest that nationally data of volunteer hours could be collated across the Healthwatch network as it is recorded in the Annual Report</li> <li>○ Maybe ask HWE if they could provide the data?</li> </ul> </li> </ul>	<b>HH</b>
<p><b>7.0</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p> <p><b>7.3</b></p> <p><b>7.4</b></p>	<p><b>Policies</b></p> <p>Artificial Intelligence Policy</p> <ul style="list-style-type: none"> <li>● Policy reviewed at September Board meeting and amended as minuted</li> <li>● Policy moved to December’s reviews to be aligned with review of IT related policies</li> <li>● A recent addition to the policy states that the downloading and usage of any AI notetakers is strictly prohibited for both internal and external meetings.</li> </ul> <p>Device Security Policy</p> <p>Risk Management Policy</p> <p>Social Networking Policy</p>	

<p><b>7.5</b> <b>7.6</b> <b>7.7</b> <b>7.8</b> <b>7.9</b></p>	<p>Lone Working Policy Media Policy Fire Safety Policy Safeguarding Children &amp; Adults Health and Safety Policy</p> <ul style="list-style-type: none"> <li>• All policies accepted by the Board</li> <li>• HH mentioned that the AI policy, along with the Redundancy Policy (reviewed in January) may need to be referred to the Board more frequently than the current annual review subject to changes in working practices.</li> </ul>	
<p><b>8.0</b> <b>8.1</b></p>	<p><b>Subgroup Feedback (minutes circulated, Chairs to cover items to bring forward to board):</b> <b>Finance (CH): Subgroup meeting Monday 24<sup>th</sup> November 2025</b></p> <ul style="list-style-type: none"> <li>• Income and expenditure for to 29<sup>th</sup> October 2025, along with the budget for 2025/26 was scrutinised</li> <li>• The budget remains on track and reserves are in a good position</li> <li>• Need to remain vigilant regarding the financial position especially about staffing levels. If we don't have the staff, we may not be able to carry out elements of our work, especially in relation to commissioned work</li> <li>• Opportunities to generate income from commissioned work may be affected by uncertainties of our position</li> <li>• HH confirmed that Liberate IT has checked all staff members' emails in relation to AI note-taking tools, as discussed at 7.1 above</li> <li>• The Health &amp; Safety site visit took place on 28<sup>th</sup></li> </ul>	

	<p>November 2025</p> <ul style="list-style-type: none"> <li>• The re-certification audit for the ISO 9001 accreditation is to take place on 16<sup>th</sup> December 2025</li> <li>• The Finance &amp; Audit risk register was reviewed at the relevant subgroup meeting on 24<sup>th</sup> November 2025 and accepted.</li> </ul> <p><b>8.2 Governance (TB): Subgroup meeting Monday 24<sup>th</sup> November 2025</b></p> <ul style="list-style-type: none"> <li>• TB had nothing more to add that hadn't already been discussed from a Governance perspective.</li> </ul> <p><b>8.3 IIA (HS): Subgroup meeting Tuesday 25<sup>th</sup> November 2025</b></p> <ul style="list-style-type: none"> <li>• Kath Dawson gave an update on the work that has taken place over the summer regarding the NHS App</li> <li>• Abi Stott-Marshall presented the latest Engagement Report</li> <li>• IIA will review the impact tracker at the February subgroup meeting.</li> </ul> <p><b>8.4 Engagement Update - tabled</b></p> <ul style="list-style-type: none"> <li>• DG offered her thanks to the HWD team for continuing to do an excellent job and remaining focussed on their engagement work in the face of considerable adversity.</li> </ul> <p><b>8.5 Activity Tracker 25-26</b></p> <ul style="list-style-type: none"> <li>• Tabled for reference.</li> </ul>	
<p><b>9.0</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p>	<p><b>Risks</b></p> <p><b>Risk and Opportunities Register</b></p> <ul style="list-style-type: none"> <li>• To be discussed at agenda item 11 below.</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• The annual Health and Safety site visit took place</li> </ul>	

<p><b>9.3</b></p>	<p>on 28<sup>th</sup> November 2025</p> <ul style="list-style-type: none"> <li>• The organisation was found to be compliant in all 71 areas of compliance that were scrutinised by a Peninsula auditor</li> <li>• A site visit will take place in the summer of 2026.</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul>	
<p><b>10.0</b></p>	<ul style="list-style-type: none"> <li>• Please can all Board members submit their time commitments for the period October to December to TC by the beginning of January.</li> </ul>	
<p><b>11.0</b></p>	<p><b>Confidential Items</b></p>	
<p><b>12.0</b></p>	<p><b>Full Board – future meeting dates:</b></p> <ul style="list-style-type: none"> <li>• Monday 16<sup>th</sup> March 2026</li> <li>• Meeting dates to be circulated.</li> </ul>	
<p><b>13.0</b></p>	<p><b>Directors only: Confidential items</b></p>	