

Healthwatch Wakefield Trustee Board meeting

Minutes of the Meeting of the Trustee Board held on 24 June 2025, 10.00 am to 12.30 pm
The Plex, Wakefield

Present

Trustees Roger Grasby (RG) Chair
 Rachel Hanna (RH)
 Mary Roche (MR)
 Berni O'Brien (BO'B)
 Andrew Kent (AK)
 Iain Wilkinson (IW)
 Melvyn Ingleson (MI)
 Richard Harwood (RH)

In Attendance Lewis Smith-Connell (LSC) Chief Officer (joined 30 minutes late)
 Suzy Jubb (SJ) Operations and Impact Manager
 Stacey Harrower (SH) Research and Engagement Officer (item 43/25 only)
 Aaron Bannister (AB) Business Support Officer

42/25 Welcome, Introduction and Declarations of Interest

RG welcomed everyone to the meeting.

43/25 Staff Showcase: Weight Management Project

SH introduced herself and spoke about the project, including the background and her role as Project Manager. The Aims of the project were to understand relationships and feelings about people's weight. A survey was published, with the help of Public Health. Following this, eight interviews were conducted with Service Users. SH went through the findings, focussing on how the responses were emotive, with cost and lack of awareness of what is available was the main barriers to accessing services. There were several questions from Trustees and a discussion on who was represented, where engagement took place and the 'weight loss jab'. SH then stated that, in her Research and Engagement hours, will chase up the findings with Public Health and the ICB. Trustees thanked Stacey for her presentation and the work she was doing. SH left the meeting. LSC joined the meeting partway through the showcase.

44/25 Governance

(i) Minutes of the Trustee Board Meeting held on 29 April / Matters Arising

RG noted in the Finance section 'The Board Sub Group' should be 'Finance update'

Date of next meeting also was incorrect and agreement to change this from 27 June to 24 June

IW requested for removal of the line 'LSC asked for assurance that the new examiners would arrive at the same numbers as had been previously given to commissioners' from Finance section.

The minutes of 27 May 2025 were approved subject to the above changes.

ACTION: Comparative figures to be included in future reports.

(ii) Action Log

SJ went through the Action Log as follows:

98/24 – Policy update – on the agenda.

03/25 – Postpone trustee recruitment – Added to Board Work Plan for July.

12/25 – Safeguarding Training and Safeguarding Policy Update – on the agenda

(iii) Board Work Plan

SJ went through the workplan.

AGM will be on the same date at November Board meeting. RG requested that Trustees are available for as much of the day as possible.

45/25 Executive Reports

(i) Chief Officer Update

LSC asked trustees to note the content of the report, as he would not go through it all due to time constraints. LSC gave a quick update about the ICB, a visit by staff to a dementia site in Kirklees and meeting with the End of Life Care Board. LSC then discussed the Enter & View report on the Healthcare First practice Ferrybridge. There was a discussion with Trustees regarding the plan to finalise the process and publish the report following a second visit alongside the ICB in early July. LSC then gave an update on the Volunteer Strategy and Research and Engagement team. LSC then gave an update on the NHS Advocacy work, including a Subject Access Request and additional work from a previous client which was impacting on capacity. LSC then updated the Board on the West Yorkshire Healthwatch funding.

DECISION: Chief Officer Report was received.

(ii) Risk Register

LSC went through changes to the Risk Register as follows:

Risk 3 Ineffective governance of the organisation – increased slightly.

Risk 6 Healthwatch Wakefield now have NHS Data Protection and Security Toolkit in place and all measures are robust – decreased.

Risk 9 due to inconsistencies from HR provider this has been slightly increased.

Risk 13 Communications from Healthwatch England in relation to healthcare policy / ICB commissioning – increased.

Risk 14 Single accountant dependency – decreased all measures are in place and effective.

Risk 22 Failure to provide high quality service to Children and Young People due to new structure – New Risk added to keep monitoring and ensuring that the change in structure of the team does not negatively impact on our duty to support and represent young people.

ACTION: Safeguarding and Health & Safety to be added to Chief Officer Report as standing requirements for each Board meeting

ACTION: Risk register shows different indicators on the summary and the full text (increased / decreased) to ensure this is corrected and monitored in future

DECISION: Changes to the Risk Register were noted.

(iii) Mobilisation Plan

LSC announced to the Trustees that Healthwatch Wakefield were successful in the Tender and there were no challenges during the mandatory standstill period. LSC went through some of the updates on the implementation plan. RG is to attend the next staff team meeting to discuss the process of seeking premises. LSC stated we are now in phase two of the implementation plan, as phase 1 was preparation for submitting the tender. Progress is being made in phase 2 ahead of schedule, by having the correct IT and security in place as well as updating the Board about some other key points and risks.

ACTION: Board formally acknowledge the work involved by everyone in successfully creating and submitting the tender.

(iv) Safeguarding Training

The Board brought it to attention that the Safeguarding Policy isn't publicly available on the website.

ACTION: Put Safeguarding Policy on the Website once it is signed off by Board.

Appendix 1: BO'B recommended that the Safeguarding awareness survey should be done individually by all trustees and returned to SJ. Once we have a clearer picture of the understanding of the board training can be put in place.

ACTION: Trustees to complete Safeguarding awareness survey and return to SJ by 11 July.

ACTION: Safeguarding discussion to be added to July Board Workplan.

46/25 Finance

(i) Finance Report

IW updated the Board on the Finance Report. There is a healthy balance in the bank. VAT Payments have been made. IW gave an update on ASC Panel, that will be paid quarterly and not monthly. The next Finance Sub Group will be on 22 July. LSC also updated the Board on two matters, the contract for the Adult Social Care Panel has now been signed and agreement made on potential underspend, and additional funding has become available for the Neonatal role which means that the role can be advertised at 2-3 days per week, the Finance sub-group are considering final details.

DECISION: The update was noted.

47/25 Public Board Meeting update

RG updated the Trustees for the Trial Public Board Meeting in July. RG stated that there will be a modified agenda, which will include a Chair Report and other minor changes. There was also a discussion on the layout of the room and inviting stakeholders. MR was unable to find the minutes on the website.

48/25 Policy Update

SJ took on comments from Trustees as outlined in the papers. BO'B suggested that any policy that has statutory requirements doesn't need a policy and can be included in the staff handbook.

DECISION: The Board agreed to the policies shared and discussed

37/25 Any Other Business

End of Board Meeting

Next Meeting: Tuesday 29 July 2025