

Healthwatch Wakefield Trustee Board meeting

Minutes of the Meeting of the Trustee Board held on 25 March 2025

The Plex, Wakefield

Present

Trustees

Roger Grasby (RG) Chair

Richard Harwood (RH)

Iain Wilkinson (IW)

Rachel Hanna (RHa)

Berni O'Brien (BO'B)

Mary Roche (MR)

Andrew Kent (AK)

In Attendance

Aaron Bannister (AB) Business Support Officer (Secretary)

Lewis Smith-Connell (LSC) Chief Officer

Suzy Jubb (SJ) Operations and Impact Manager

Apologies

Melvyn Ingleson (MI)

11/25 Welcome and Introduction

RG welcomed everyone to the meeting and asked for Trustees to declare any interests they may have in items on the meeting agenda.

In addition, all trustees were asked to confirm that none of the criteria for exclusion noted in the tender documents applied to them.

DECISION: All trustees confirmed that none of the criteria for exclusion applied to any of them.

12/25 Workshop – Our Delivery Model for Core Grant Tender

LSC delivered a workshop for the Healthwatch Wakefield Delivery Model for the Core Grant Tender. There was a focus on Values, Mission and Vision, as well as an overview of the Tender with Trustees making comments and suggestions throughout. LSC led a discussion on various points, including Insurance and Data Protection.

ACTION: RG was nominated and approved to be Health and Safety Board Lead for the organisation.

LSC then focused on the Invite to Tender Part 1. SJ went through the Research and Engagement Strategy and invited Trustees to make changes, comments and suggestions. LSC then went through the Tender Part 2 and invited discussion from Trustees for their opinion.

13/25 Governance

RG stated that LSC has passed his probation as Chief Officer and invited the Board to thank him for his efforts.

(i) Minutes of the Trustee Board meeting held on 6 February

The minutes of the meeting held on 6 February were approved.

(ii) Matters Arising/Action Log

LSC went through the Action Log as follows:

98/24 – Will be discussed in the meeting.

109/24 – Closed

03/25 – For information

05/25 – On the agenda for the meeting.

(iii) Board Work Plan

No changes

4/25 Executive Reports

(i) Executive Update

LSC briefly went through the Chief Officer Update. Upcoming Tender has taken a large proportion of time but the team has been efficient. There is a meeting on the 1 April, with the Chairs and Chief Executives of local Healthwatch to draw up an offer for West Yorkshire Healthwatch. LSC requested permission from the Board to sign off the extension of the Adult Social Care Panel.

DECISION: Board to approve extension of Adult Social Care Panel for 1 year.

LSC went through the work that Kathryn has been doing with the Mental Health Panel, including the March meeting taking place with Service Users only. LSC requested permission from the Board to sign off the extension of the Mental Health Panel.

DECISION: Board to approve extension of Mental Health Panel for 2025/26.

LSC went through an update on MNVP. Final details have been resolved and we will soon be in a position to sign the contract documents. Board asked to sign off extension of the MVP panel and the signing of the contract/grant for the Neonatal role.

DECISION: Board to approve signing both contracts for MNVP.

LSC stated that the contract for the Parent and Carer panel will be coming to an end. It has been agreed that there will be an event aimed towards supporting SEND children in May organised by Anne-Marie Barnes.

(ii) Risk Register

LSC went through the changes to the Risk Register as follows:

Risk 15 Increased

Risk 20 Outside of our control, looking for options

Risk 21 This should be in place. LSC is looking at options. Consultancy and looking at new technology.

15/25 Finance Reports

(i) Moved to private session

16/25 Policy Review

Decision making policy

The policy has followed HWE policy template. Key points were wording around decisions that are to be made by the Chief Officer or reserved to the Board. Clarity on provision for delegation. All relevant decisions to go in Public Minutes published on the website.

DECISION: Approval of policy, pending changes made by LSC.

Updated Scheme of Reservation and Delegation

LSC went through some minor changes to the policy

DECISION: Approval of policy

Financial procedure policy

LSC provided clarity on sections, including who can sign off on payments on the banking system.

ACTION: Small change on policy to amend.

DECISION: Approval of policy with change made.

Conflict of Interest Policy

LSC went through some clarifications and additions to the policy.

DECISION: Accepted by the Board

ACTION: When declaration form comes out, Trustees to complete and return to LSC.

17/25 Any Other Business

No other business

End of Meeting in Public