

Healthwatch Wakefield Trustee Board Meeting

Minutes of the Meeting of the Trustee Board held on 29 April 2025

The Plex, Wakefield

Present

Trustees

Roger Grasby (RG) Chair

Iain Wilkinson (IW)

Melvyn Ingleston (MI)

Berni O'Brien (BO'B)

Mary Roche (MR)

Richard Harwood (RH)

Andrew Kent (AK)

Apologies

Rachel Hanna (RHa)

In Attendance

Aaron Bannister (AB) Business Support Officer (Minutes)

Lewis Smith-Connell (LSC) Chief Officer

Suzy Jubb (SJ) Operations and Impact Manager

21/25 Welcome and Introduction

RG welcomed everyone to the meeting.

22/25 Tender Showcase

LSC presented a showcase on the Tender Submission.

23/25 Governance

(i) Minutes of the Trustee Board meeting held on 25 March

The minutes of the meeting held on 25 March were approved.

(ii) Matters Arising/Action Log.

SJ went through the Action Log as follows:

59/24 – Unspent money from MHA. Money to be returned to MHA.

98/24 – Policy update – On the agenda.

03/25 – Trustee recruitment – Hold off till results of Tender.

05/25 – Financial Procedure – Closed

06/25 – Draft submission of financials – on agenda

07/25 – Mitigation of budget – on agenda

11/25 – Conflict of interest – Sent to Trustees with April papers

ACTION: Trustees to complete conflict of interest declaration form

(iii) Board Work Plan

SJ went through the changes and additions to the workplan. RG brought up Safeguarding Training for Trustees.

ACTION: SJ to look into relevant safeguarding training through the Charity Commission.

(iv) Equality Diversity and Inclusion (EDI/DEI) Board Lead

LSC introduced a paper on the EDI Board Lead position to be held by a Trustee. This person would be a role model, provide leadership, championing initiatives and be a critical friend to the organisation. MR asked if this would be a DEI / EDI position and there was a short discussion on this. Any Trustee interested should ask LSC for further details and a decision will be made at the next meeting.

ACTION: Any interested Trustee to speak with LSC regarding the role

24/25 Executive Reports

(i) Executive Update

LSC went through the Executive Report, in particular meetings that had been attended with local organisations, key partners, Trustees and staff, as well as, a summary of work within the organisation. LSC spoke about his work involved in the Comms and EDI network mapping. LSC has been looking to review and reduce costs. There was a discussion by Trustees on Scheme of Delegation, Decision Making and Contract Management

DECISION: Chief Officer recommendations are accepted.

LSC continued his Executive Report focusing on work involved in the Contact Group, the Weight Management report that will be published, some of the events that have been attended by the Research and Engagement team and Storytelling Training. LSC then delivered an update on the various panels as follows:

- Adult Social Care are committed to extend, however, would like to change the style of it.
- Mental Health have discussed issues with Drury Lane with Panel members.
- Stacey Harrower from Maternity and Neonatal Voices Partnership was a Keynote Speaker at a recent conference.
- The Parent and Carer Panel is now closed, however, Anne-Marie Barnes met with the Family Hub Leads and arranged the SEND Fest event.

There was a discussion with Trustees on DBS Update Renewal Services.

ACTION: LSC to make implement the DBS update service recommendations from the Board discussion for all new DBS checks.

There was a discussion with Trustees on the Supreme Court Decision. It was recommended that Healthwatch Wakefield post something on Social Media. Some examples were given but LSC, along with our Communications Officer, will make the final decision.

ACTION: Communications Officer to arrange Social Media post.

(ii) Risk Register

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

Risk 18 Closed – Core grant funds restricted.

Risk 20 Reduced – Website moving from White Bear to Healthwatch England.

Risk 21 Closed – Healthwatch Wakefield now have Cyber Essentials.

There were other minor changes that were highlighted on the Risk Register.

25/25 Finance Reports

(i) Finance Report quarter 4: January – March

IW updated the Board on the Finance Report. Healthwatch Wakefield have a healthy bank balance. The Board noted the report.

26/25 Policy update

SJ presented 13 policies for Board approval. Some minor changes to some from RG as well as other Trustees. Trustees were encouraged to send any further changes or recommendations to LSC. BO'B proposed the policies as read. SJ stated that the Safeguarding Policy had been sent to the Safeguarding Board for comments and suggestions.

ACTION: SJ to send relevant policies to local Safeguarding Boards.

DECISION: 13 policies agreed.

End of Meeting in Public