

## Healthwatch Wakefield Trustee Board meeting

Minutes of the Meeting of the Trustee Board held on 29 July 2025, 11.00 am to 12.00 pm  
St. George's Community Centre, Lupset, Broadway, Wakefield, West Yorkshire, WF2 8AA

### **Present**

Trustees	Roger Grasby (RG) Chair Rachel Hanna (RHa) 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 Suzy Jubb (SJ) Operations and Impact Manager Aaron Bannister (AB) Business Support Officer

### **55/25 Welcome, Introduction and Declarations of Interest**

RG welcomed everyone to the meeting and asked Trustees to declare any conflicts of interest.

### **56/25 Joint session with Staff – Discussion about the national picture presenting our Future Plan**

LSC arranged a group session involving Staff and Trustees about the national picture and presenting our Future Plan. Discussion and feedback was carried out by small groups.

### **57/25 Governance**

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

The minutes of 24 June 2025 were approved subject to minor changes.

#### **(ii) Action Log**

SJ went through the Action Log, stating that a number have been closed, then provided the update as follows:

98/24 – Policy update – 3 are a priority to update – on the agenda.

03/25 – Postpone trustee recruitment – on the agenda to discuss in the paper 'making the most of the next 12 months'

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

25/25 – Trustee/Staff interactions – There was a short discussion on this between Trustees and LSC/SJ.

### **(iii) Board Work Plan**

SJ went through the updated workplan. Public meetings have been removed; ASC Showcase has been removed. October and December meetings have been removed. This is in light of the approval of the board to move to every other month for board meetings starting in September 2025.

**DECISION: Wind down/de-mobilisation plan to be added to standing agenda**

## **58/25 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 Core Contract Reporting, including Campaigns, qualitative data, a Safeguarding incident arising through the website feedback form, and confirmed there were no Health and Safety reports, he also clarified the volunteer numbers which had changed as the organisation implements the volunteer strategy. LSC then went through some of the recent meetings/events he had attended.

**DECISION: Chief Officer Report was received**

SJ shared the impact report with Trustees. This was a focus on qualitative data and stories. There were 250 pieces of intelligence, the bulk from Engagement events and phone calls/website enquiries. She identified 4 key themes – Digital exclusion, dismissive/rushed care, poor mental health crisis care and access barriers for Neurodivergent/Deaf Service Users. The report included the signposting and decision-making meetings that staff have attended. The report will be shared with members, commissioners, the public and on social media.

### **(ii) Risk Register**

LSC stated that he has done a full re-score of the Risk Register and went through changes as follows:

Risk 1 Rescored. Discussions with Core Commissioners will help this.

Risk 2 Rescored. On the agenda to discuss further.

Risk 7 Rescored.

Risk 13 Rescored

**DECISION: Changes to the Risk Register were noted**

### **(iii) Mobilisation Plan**

No updates

## **59/25 Finance**

### **(i) Q1 Finance Report**

IW updated the Board on the Finance Report. A healthy balance in the bank noted. There was a discussion on what the unrestricted reserves are and how much will be needed to close the organisation down.

**ACTION: IW to include figures for future Board paper**

**DECISION: The update was noted.**

## **60/25 Policy Update**

The policies outlined will be signed off, with some minor amendments from trustees.

**DECISION: The Board agreed to the policies shared and discussed**

## **61/25 Safeguarding Self-Assessment**

Bo'B questioned if there was any need for support and if it needed to be in electronic form.

**ACTION: AB to send the document and BO'B's email address to Trustees; Trustees to send back within two weeks**

## **62/25 Stakeholder communication – future of Healthwatch**

The communications officer has put out a message on Social Media which reflects the state of the organisation and that we are still here to support people. A national letter has been signed by Healthwatch Wakefield along with over 80% of all Local Healthwatch across the country, this was sent to Wes Streeting the Health and Social Care Secretary of State and was also sent to at least one newspaper. The national petition hasn't been signed as yet and is under consideration.

## **63/25 Any Other Business**

Brought forward from Private Section – approval of the board to sign off all outstanding policies with delegated authority to Chair and Chief Officer.

**DECISION: RG and LSC to sign off remaining policies under delegated authority**

End of Public Section of the Board Meeting

Next Meeting: Tuesday 26 August 2025