

Healthwatch Trafford

Minutes of Board meeting 30th January 2025

Online Zoom Meeting

Meeting commenced at 5.30pm

Present:

Heather Fairfield (HF) – Chair

Jean Rose (JR)

Brian Hilton (BH)

Susan George (SG)

Janet Brennan (JB)

David Esdaile (DE)

Andrew Latham (AL) – Company Secretary

Elizabeth Stanley (ES) - Guest

| Agenda item | Discussion and Actions |
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| 758. Welcome; apologies and introductions | <p>Apologies: None received</p> <p>746.1 HF welcomed everyone to the meeting and introduced ES as a potential new board member. All members and ES introduced themselves. HF asked if members were happy for ES to be appointed as a Director of Healthwatch Trafford (subject to satisfactory references)? All agreed. Action: AL to add ES to Companies House (subject to references)</p> |
| 759. Declaration of Interest | 747.1 None |
| 760. Minutes of previous meeting | 748.1 Members agreed the minutes of the previous meeting as a true and accurate record. |
| 761. Matters arising not on the agenda | 761.1 None |
| 762. Action Log | <p>Action log reference:</p> <p>729.2 ICS Organisational Structure - Still not finalised, HF explained that reorganisation was still ongoing.</p> <p>749.5 Complete</p> <p>753.1 Complete</p> <p>754.1 Management Accounts – AL updated members on the latest position.</p> <p>754.3 Training Offer – No further progress at this stage.</p> <p>754.4 Updated policies from HWinGM awaiting sign off.</p> |
| 763. CO Report (paper) | <p>763.1 AL presented the previously circulated CO report.</p> <p>763.2 AL explained the process and timeline for the intern placement in the summer, as well as the basic project brief. JB asked if there was a national requirement for Practices to have a PPG? AL replied that it was, but the form of the PPG was flexible and that allowed for variations in effectiveness. JR expressed interest in the similar work undertaken by HW Haringey. Action: AL to send JR HW Haringay Report.</p> |

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| | <p>763.3 BH asked what the process was for submitting suggestions for the WorkPlan? AL replied that suggestions could be emailed to him and they would be reviewed individually on the same basis that project suggestions are (i.e need for the work, evidence, existing work on the topic, capacity etc).</p> <p>763.4 BH asked about the detail of the LTC project? AL responded. Action: AL to send BH LTC project brief/further detail.</p> <p>763.5 HF asked members for suggestions for the Work Plan. Hf gave the example of the stand down of physical health checks for LD patients. Action: Members to send ideas for WorkPlan to AL</p> <p>763.6 BH thanked AL & HF for the clarity and succinctness of their reports.</p> |
| 764. Questions from the Public | None received. |
| PART 2 – Closed Session | |