

**Healthwatch Trafford**

**Minutes of Board meeting 30<sup>th</sup> May 2024**

**Online Zoom Meeting**

**Meeting commenced at 5.30pm**

**Present:**

Jean Rose (JR) - Chair  
 Brian Hilton (BH)  
 Susan George (SG)  
 Janet Brennan (JB)

Andrew Latham (AL) – Company Secretary

Agenda item	Discussion and Actions
701. Welcome; apologies and introductions	Apologies: Heather Fairfield (HF)  701.1 HF welcomed everyone to the meeting.
702. Declaration of Interest	702.1 No declarations of interest received.
703. Minutes of previous meeting	703.1 The minutes of the previous meeting were accepted as a true and accurate record.
704. Matters arising not on the agenda	704.1 None
705. Action Log	Action log reference:  657.1 – Complete 694.10 – AL to check update with HF 700 - Complete
706. CO Report (paper) & Draft Workplan 2024-25	706.1 AL presented highlights from the previously circulated CO Report. 706.2 AL updated members on further progress with the summer internship, purdah/election guidance from HW England. 706.3 AL drew members attention to the fact that the Discharge to Assess (D2A) project from 2023/4 had now been rolled over into the 2024/5 work plan but details of exact focus and project delivery were yet to be discussed. JB and JR both expressed interest in supporting this project as volunteers. 706.4 JB noted that Enter & View (E&V) activities were missing from the 2024-25 work plan; AL acknowledged that whilst there was not yet a structured plan in place to deliver E&Vs, it was certainly intended to implement one and this should have been noted within the work plan. <b>Action: AL to amend workplan accordingly</b> 706.5 JB mentioned that there had been discussion with AB around E&V of assisted/supported living. AL acknowledged that this was an area being looked at as a potential area of focus for E&Vs but more work was needed to look at exactly how housing/facilities were set up and how best HWT could undertake an E&V of such premises as it would likely be quite different from a residential care home for example.

707. Questions from the Public	None received.
<b>PART 2 – Closed Session</b>	
708. Chair's Report	<p>708.1 The Chair's report was previously circulated with papers. AL asked if members had any questions and provided members with an update on the Pathways to CAMHS work.</p> <p>708.2 JR asked if it was possible to see figures relating to female deaths from alcohol and substance misuse in Trafford? <b>Action: AL/HF to follow up</b></p>
709. ICS Update	<p>709.1 BH asked if there was now a shared GM policy if, for example, a patient wanted to move a care package between GM boroughs? <b>Action: AL to follow up and report back.</b></p>
710. Finance Update	<p>710.1 AL updated members on the draft Budget for 2024-25 and informed members of Akintola's (AB) request to reduce his working days. SG suggested this may be an opportunity to review ABs job specification.</p> <p>710.2 General discussion around finance and options going forward for salary increases. <b>Action: AL to produce paper on proposed budget and salary options and to arrange an extraordinary meeting to deal with all outstanding finance matters.</b></p> <p>710.2 Capital Expenditure: None to report</p> <p>710.3 Contracts: None to report on.</p>
711. Governance	<p>711.1 GDPR (standing item): Nothing to report</p> <p>711.2 Representative Meeting Reports: JR had attended a webinar on the future sustainability of Healthwatch. This had been an extremely informative session and JR encouraged other members to attend future events.</p>
712. Any Other Business	<p>712.1 BH asked if income generation could be tabled as an agenda item for the next meeting, with a focus on how best we should go about it? <b>Action: AL to add to future agenda</b></p>
	MEETING CLOSED AT 19:22pm
713. Date & Time of Next Meeting	To be confirmed (as next meeting will be an extraordinary finance meeting)

**2024/25**

## Board Minutes Action Log

Date Added	Reference in Minutes	Action	By When	To be completed by	Status
8/2/2024	694.10	HF to check with Karen Ahmed whether Trafford patients could be referred back to Trafford from Salford Royal NHS Foundation Trust	Next meeting	HF	
30/5/2024	709.1	AL to find out if it was now possible to transfer a care package between GM boroughs under the GM ICS?	Next meeting	AL	
30/5/2024	706.4	AL to add E&V plans to the 2024-25 Workplan	Next Meeting	AL	
30/5/2024	708.2	HF/AL to circulate figures relating to female deaths from alcohol and substance misuse in Trafford	Next Meeting	HF/AL	
30/5/2024	710.2	AL to produce paper on proposed budget and salary options and to arrange an extraordinary meeting to deal with all outstanding finance matters.	Next Meeting	AL	
30/5/2024	712.1	Income Generation to be added to a future agenda	Next Meeting	AL	