

Business Board Meeting
Wednesday 25th November 2020
Via MS Teams

Present:

Peter Bower	Chair	Margaret Adams	Director
Ged Dixon	Director	Shobha Srivastava	Director
Arthur McKean	Director	Marilyn Stidolph	Director
Steve Burton	Director		
		Tara Johnson	HWST Team
		(minute taker)	

In attendance:

Lisa Thompson from the HR Department from 11:30am for confidential meeting

Agenda Item		Actions
1	<p><u>Welcome and apologies for absence</u></p> <p>All attendees were welcomed by the Chair.</p> <p>Apologies for absence were received from Joy Curry and Sheila Scott.</p>	
2	<p><u>Minutes from Last meeting</u></p> <p>The minutes of the last meeting were agreed as a correct record.</p> <p><u>Matters Arising from the Minutes</u></p> <p>Midwifery Services Portfolio Joy and Marilyn had agreed to take this forward when, due to COVID, circumstances permitted.</p> <p><u>Other Matters Arising</u></p> <p>Due to the apologies for absence, it was agreed to carry forward other matters arising to the next meeting.</p>	
3	<p><u>Financial Report</u></p> <p><u>Management Accounts</u></p> <p>GD confirmed the projected outcome at the end of the financial year, he currently predicted a comfortable surplus. He added that further work needed to be done with Quantum to ensure all expenditure was posted correctly.</p>	GD

	<p>PB stated that, part of the surplus would be used to commission survey work that could still be carried out notwithstanding the restrictions imposed due to the pandemic.</p> <p><u>Income and Expenditure</u></p> <p>This item was deferred to the next meeting.</p>	
4	<p><u>Items for discussion</u></p> <p><u>Christmas Closing Dates</u></p> <p>The following proposal, put forward in writing by the manager, was agreed by the board: Closing 22nd December 2020 and reopening on 4th January 2021.</p>	
5	<p><u>Items for Information</u></p> <p><u>Chairs Report</u></p> <p>PB asked the members to receive the report and said he was happy to take questions.</p> <p>Noted that:</p> <p>The Chair of the CCG had agreed to hold a quarterly 1 to 1 with PB. PB was happy to put questions to the Chair on behalf of members. The meetings were recorded in PB's monthly commitments.</p> <p>PB was still in discussions with the Leader's Group and the CCG about the End-of-Life Service Model and system wide strategy.</p> <p>MA asked if the CCG had been reminded about the need to consult on service changes.</p> <p>Agreed that:</p> <p>PB to raise the need for consultation with the CCG.</p> <p><u>Staff Update</u></p> <p>Members were updated on staff matters.</p> <p>Noted that:</p> <p>Tara had stepped in to provide cover for the meeting and other matters in the period of reduced capacity.</p> <p><u>The Structural Review</u></p> <p>Members were updated on the structural review.</p> <p>Noted that:</p>	<p>All</p> <p>PB</p>

	<ul style="list-style-type: none"> • GD advised part of the purpose was to future proof the organisation by trialing the commissioning of engagement that could be done by external agencies. It was proposed that all forms of Enter and View would be kept in-house. • The review group had supported the manager’s request for a staff member to provide general and financial administration. This included: arranging and minuting meetings, maintaining the website and our social media postings. • PB advised that he hoped that a draft report could be made available soon. • SB stated outsourcing is a good idea and that Enter and View would be kept in-house. Other members supported SB's views. • An update was also provided on the progress made with respect to the agencies who were doing the project work. <p><u>HWST Work Plan Update</u></p> <p>PB advised that the update had, due to reduced capacity, been deferred to the January meeting.</p>	
6	<p><u>Any Other Business</u></p> <p>There was no other business, the Chair closed the meeting.</p>	
7	<p><u>Date and Time of Next Meeting:</u></p> <p>27 January 2021 (Business Meeting)</p>	