



## Board Meeting in Public

<b>Date:</b>	Thursday 25 <sup>th</sup> July 2024	<b>Location:</b>	Astolat & on Teams	<b>Time:</b>	3pm – 3:45pm
<b>Present Board:</b> Jason Davies (JD Co-Chair and as Chair of this meeting), Deborah Mehanek (DM Co-Chair), John Bateson (JB), Sarah Billiald (SB), Moses Williams (MW), Maria Millwood (MM), Peter Gordon (PG)					
<b>Other Staff Attendees:</b> Kate Scribbins (KS), Lisa Sian (LS), Samantha Botsford (SBo), Vicky Rushworth (VR), Abby Rodd (AR)					
<b>Apologies:</b> Richard Davy (RD), <b>Absent:</b> Tacye Connolly (TC),					

Agenda Item	Discussed/Action	Who	By When
<b>1) Welcome and apologies</b>	JD welcomed everyone attending the meeting both in person and remotely.		
<b>2) Declarations of interest</b>	There were no changes to the declarations of interest to note.		
<b>3) Questions from the Public (previously tabled)</b>	No questions had been received from the public.		
<b>4) Approval of the previous minutes</b>	The minutes from the Board Meeting of 25 <sup>th</sup> April 2024 were reviewed.  The minutes were approved.		
<b>5) Review of Quarter 1</b>	<u>Healthwatch Surrey Report</u>  SBo discussed some of the highlights of the Healthwatch Surrey contract manager report for Q1:  SBo updated that the Local Healthwatch Advisory Group (LHWAG) is functioning well but that we do need more volunteer involvement in the group in order to deliver on our remit. In particular, we have decided that we need one volunteer to represent us within each of the NHS Place partnerships (alongside a staff team member). We are continuing to nurture existing volunteers to encourage greater participation in the LHWAG.  SBo updated that we are concentrating on harnessing the volunteers we have to get the best out of them, e.g. the		

	<p>reading panel is up and running. More depth with existing volunteers does mean less resource for recruiting new ones.</p> <p>DM asked about the volunteers and whether we are seeing more engagement participation from them. SBo felt that while engagement was OK, the volunteers prefer to be involved in 'projects' rather than general engagement so the introduction of the priorities and themes in the workplan has helped with that and generally the volunteers seem to be getting more self-sufficient.</p> <p>SBo outlined that we are involved in a small group set up by Healthwatch England (HWE) to discuss the possibility of HWE taking on the role of commissioning the local Healthwatch network. The view of some LHW is that this commissioning needs to meet the needs of local communities. Early discussions have not addressed any issues with the level of funding and variation across the Healthwatch network. We are part of the group to keep abreast of the developments relating to this proposal.</p> <p>DM mentioned that HWE are taking the opportunity of having a new government to raise awareness of Healthwatch amongst new and re-elected MPs. HWE are encouraging local Healthwatch to do the same. VR confirmed that we had sent 12 letters to the Surrey MPs that day and offered to meet with them.</p> <p>KS said that the SCC contract review meeting is next week and we are waiting to see if there is a new SCC lead for the HW contract.</p> <p>DM mentioned a kaleidoscope report, which was commissioned by HWE as background and options appraisal for a review of LHW commissioning, that was interesting to read – PG asked for this be circulated to the wider Board.</p> <p><b>Action: SBo to circulate the kaleidoscope report to the Board</b></p> <p><u>Q1 Impact Report</u></p> <p>SBo confirmed the report goes to LHWAG prior to the Board, then on to SCC for the contract meeting.</p> <p>MW asked whether we collected demographic information and whether that can be included in the report. SBo confirmed we do collect demographics on face-to-face engagement, and we have the option for people to leave demographics on the webforms and email, but not everyone leaving an experience completes the demographic information.</p>			
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SBo ASAP



	The policy refresh was approved, subject to the additional clarification regarding publicly funded places into the document.  <b>Action: SBo to update the policy and save as final.</b>	<b>SBo</b>	<b>ASAP</b>
<b>7) Action Log – correct at 18.07.24</b>	Amber action will be resolved as part of the QlicIT SharePoint updates.  Green Actions approved for removal from the action Log		
<b>8) Public questions not already dealt with</b>	N/A		
<b>9) AOB</b>	There were no items for AOB.		
<b>10) Date of next meeting in public:</b>	<b>Thursday 7th November 2024 – 3.00pm-4.00pm.</b>  JD closed the meeting at 15.45pm.		

These minutes will be approved by the Board of Directors of Luminus Insight CIC at the subsequent Board Meeting to ensure any Actions are progressed. Any questions or queries raised by members of the public at the next Board Meeting in Public in respect of these minutes will be welcomed and considered.

<b>Minutes approved by: (please print)</b>	
<b>Signature:</b>	
<b>Date:</b>	