Minutes for the Initial Advisory Board Meeting
Held on Tuesday 25 May 4.00 pm (by Microsoft Teams)

Present:
Stewart Block (SB)
Janice Tausig (JT)
Carole Dukes (CD)
Alex Bretherton (AB)
Robert Koch (RK)
George Linskey (GL)
Aeren Fitzgerald (AF)
Auren Ghazal (AG)
Jennifer Pearl (JP)
Nitish Lakhman (NL)
Yasmin Rahman (YR)

Apologies:
Andrea Reece (AR)
Louise Marshall (LM)

Item	Agenda	Actions arising	Person Responsible
1.	Welcome and introductions JP opens the meeting and asks Board Members to introduce themselves Board Members share what they each hope to gain from being a Healthwatch Barnet Board Member.		
2.	NL presents a Brief introduction to Healthwatch, which includes the following topics:		

Item	Agenda	Actions arising	Person Responsible
	• The Healthwatch Network • Local Healthwatch functions and purpose • Healthwatch reporting structure • How the NHS works • The organisations local Healthwatch's work with • Funding • Healthwatch Volunteers		
3.	How Healthwatch Barnet works NL presents the Healthwatch Barnet model explaining that the Healthwatch Barnet contract is held by Inclusion Barnet as a hosted model.		
4.	What is expected from Healthwatch Barnet NL discusses Healthwatch Barnet's core quarterly KPIs which include: • General service delivery • Enter and View Visits • Full projects based on intelligence on local issues • Statutory and VCS Stakeholder engagement • Social media/online engagement • Community Events		
5.	Reviewing the draft Terms of Reference JP reviews the draft Easy Read Terms of Reference with the Board Members RK asks whether it is possible to meet sooner than every 3 months as proposed in the Terms of Reference NL replies stating that there will be ad hoc meetings in between the quarterly meetings.		

Item	Agenda	Actions arising	Person Responsible
	RK asks whether Board Members could be provided with a Healthwatch email whilst carrying out their roles NL states at the moment except for staff and the Chair, no other people have access to a @healthwatch email account, including volunteers and board members. However, NL is happy to seek clarification on the practice. RK reiterates that a Healthwatch email would add professionalism to Board Members' emails NL states that a minimum of 4 board members and a Chair for the meeting to run Board Members agree on the Terms of Reference which is unanimously passed.	Action: NL to email Healthwatch to get clarification.	NL
6.	Code of Conduct Policy JP reviews the Easy Read Code of Conduct Policy JT asks NL about branding and the definition of confidentiality NL replies stating that Healthwatch Barnet has a brand license provided by Healthwatch England. HWB is expected to specific colours and two core fonts in all relevant areas, and we have expected to follow a certain tone/ language style with our communication with the public. NL states that strict confidentiality must be maintained with any sensitive data/info. AB states that in his role as Service User Expert by Experience with the local Mental Trust, he leads presentations with a set template and asks whether Healthwatch Barnet have a set template. NL replies that there is a slide template which he will send across	Action: NL to send the Healthwatch Barnet template for	NL

Item	Agenda	Actions arising	Person Responsible
		PowerPoint presentations	
	AB asks who to refer to when asking if Board Members can speak about something that is breaking confidentiality		
	NL replies that this would be referred to JP but agreed jointly with NL.		
	NL discusses the e-learning training module for new Board Members		
	JP suggests that CD goes through the e-learning training module with Board Members and if there is support needed, NL and JP can make it more accessible	Action: NL to send link to e-learning training module	
	All Board Members agree on the Code of Conduct, which is unanimously passed.		NL
7.	Q1 2021 events and projects update		
	NL explains that the Board will help to decide Healthwatch Barnet's projects, event and general focus for each quarter or 6 months.		
	NL discusses the community events which Healthwatch Barnet have held recently:		
	April – Public event with Barnet, Enfield and Haringey Mental Health Trust		
	May – Special online community event for Dying Matters Awareness week 2021 with North London Hospice and Jewish Care (PEG)		
	June – Long COVID Community Event with Groundwork London		
	NL discusses the recent projects completed, two insight reports:		
	• Snapshot Insight Report: Hospital Transport. • Snapshot Insight Report: Deaf People's GP Challenges		

Item	Agenda	Actions arising	Person Responsible
	NL discusses projects which are currently underway: • Virtual Visit at Cedars Care Home due on the 27th May • Digital Consultations project starting delivery stage this week • Long COVID project starting delivery stage this week		
8.	**Any other business** NL states that the next meetings can be booked now RK asks if meetings can be extended to two hours NL agrees to this if required. JT asks what the purpose of meeting with the commissioners is NL states that the quarterly meetings with the commissioners is to look at the KPIs and contract performance management and clarifies that the commissioners do not tell Healthwatch Barnet what priorities to work on.		
9.	**Dates and times for next meetings** 6th July 2021 3:30-5:30	Meeting link to be sent	