



Healthwatch Essex Limited
A company limited by guarantee (no. 8360699) and
A registered charity in England and Wales (no. 1158356).

**Minutes of the AGM held on
Tuesday 20th November 2018
3pm-5pm, at Chapter House,
Chelmsford CM1 1NX.**

Present: Leslie Lodge (Chair) Samantha Glover (Vice Chair) Amy Woolf (Trustee)
Celia Crossley (Trustee)

In Attendance: David Sollis (Chief Executive Officer). Paul Osman, Action Family Carers; Lisa Wilson, ECC; Alex Moore, WECCG; Rachel White, NHS England; Marian Redding, PPG Chair; Lisa Allen, BBCCG; Kerry Cole, HWE Insight Board; Paul Bedwell, ECC; Ivor Moody, Chelmsford Cathedral; Ken Edwards, Member of Public; Sophie Blythe, Healthwatch Essex; Sarah Krauze, Healthwatch Essex; Hannah Fletcher, Healthwatch Essex.

1. Apologies for Absence

Noel Kline (Trustee) and Gary Hyams (Trustee); Liz Cutts; Phil Picton; Brian Balmer; Jemma Mindham; Brian Mister; Cllr John Spence.

2. Chairs Introduction

The chairman warmly welcomed everyone to the sixth AGM of Healthwatch Essex (HWE).

3. Minutes of Previous Meeting

The minutes from the last AGM on 21st November 2017 were agreed as being a fair and accurate record.

4. Matters Arising

There were no matters arising.

5. Election of Trustees

In accordance with the Articles of Association, Trustees serve for a three-year period and one third of the Trustees retire each year. They are eligible to stand for re-election for a further three-year period.

The following Trustees have retired and, have been proposed for re-election, were duly re-elected seconded by AW and CC:

- Les Lodge
- Sam Glover

The following Trustee has retired and will not stand for re-election:

- Richard Aldridge

The following Trustee has been proposed and seconded to be accepted on the board of Trustees by AW and CC:

- Gary Hyams

6. Election of Vice Chair

The Chairman stated that Sam Glover had been nominated as Vice Chair, and was duly elected in this capacity by the Board.

7. Adoption of Annual Report 2016-2017 and Financial Statements for the year to 31st March 2017

The CEO was invited to present his Annual Report for 2016-17. He noted the ongoing good progress being made by the charity against the aims and objectives as set out in the Strategic Plan 2016-2019.

Resolutions to adopt the Annual Report and the Financial Statements to 31st March 2018 were approved by the Board.

8. Presentation and Adoption of Annual Accounts for the year to 31st March 2018.

Martin Woodrow, Finance Manager presented the annual accounts and compared finances from the last three years. Covered the Essex Link funding and how it has been drawn down over the last 6 years. Chart showed how the funds had decreased over the years and now sat at £336k as our restricted funds. Income has been decreasing but this year has proved to be steady.

9. Re-appointment of Auditors of the Charity

A resolution to re-appoint the auditors of the Charity, Whittle & Co., on terms to be agreed by the Board of Trustees, was approved by the Board.

10. Chief Executives operational report 2016 / 2017

The CEO noted that, under the Health and Social Care Act 2012, Healthwatch Essex has a responsibility to take decisions relating to its statutory functions within a public setting, so as to allow the involvement and contribution of members of the public. This includes budgetary aspects of those statutory functions.

Members of the public were invited to offer comments and questions. There were none.

The Board confirmed that they were satisfied with progress made on the operational report.

11. Public Representations

Questions or comments were invited:

Personal Health Budgets and Medicines – How you get them, bills, systems for moving medicines.

Mid Essex CCG – We have been carrying out a Medicine Waste Management Resource asking patients to not leave the pharmacy without checking their medications. If we were asked to revisit this again we would be happy.

Paul Osman – Personal experience around medicines. Waited 1 1/2 hours waiting for medication following outpatient appointment. This is frustrating for the patient and also puts a pressure on the car park. Could we look at doing same campaign as Basildon and other hospitals where they have Boots the Chemist on site to deal with all outpatients medication leaving the inhouse pharmacy to deal with all other meds.

Lisa Allen – Mid Essex CCG are looking at 3 sites currently. Running a trial of getting discharge medications emailed to the patients nearest pharmacy so as cutting down the delay in getting the patient home.

Lisa Allen – What has happened with your reports that have been launched previously like Yeah? Are they being followed up?

David – Yes we are now starting to look over previous reports and contacting agencies to see what impact these reports have had. We are hoping to challenge some agencies if no changes have happened.

Lissa Wilson – Is it possible to link up with ECC Research platform to share impact and projects so no overlapping of research?

Ken Edwards – Strategy Report 2019 – 21 are you able to share any themes? How will people get a chance to offer their thoughts?

David – We are talking to partners around priorities and focusing on our three C's which are Collect, Change and Challenge. Linking our strategy with the NHS 5 -10 year plan and also waiting for social service Green Paper.

Ken Edwards – Which bits are important for Essex over the next few years?

David – Being ahead of the curve is important. Cant see where the STP's are going. There are lots of ways to get involved networking with partners. GP workforce is a big issue and isn't going away. Workforce has always been an issue and with ARU training staff we need to find out where these staff are going?

Ken Edwards – When you have a draft of the Strategy Report will you be holding a public meeting so you can get feedback?

David – This report will go through the Strategic Advisory Board who advise Healthwatch on what they might need to focus on. They are separate from the Board of Trustees and are separate from Healthwatch Essex. They will go through our workplan as the first port of call. Once that has been agreed it will go to the board.

12. Any other business

None noted.

Les closed the meeting and introduced our key speaker Hannah Fletcher who is presenting her Sweet 2 Report.

13. Presentation: Hannah Fletcher, Youth & Engagement Officer, Healthwatch Essex presenting her Sweet 2 Report.

..... Chairman

The date of the next meeting is to be arranged.