



**Healthwatch Telford and Wrekin Advisory Board
23 January 2024
Face to Face
Advisory Board Meeting Agenda**

	Item	Enclosure <i>(Paper, Verbal etc)</i>	Outcome <i>(Noting, Decision etc)</i>	Presenter
1	Welcome and Apologies			Chair
2	Declaration of Interests			All
3	Mins of last meeting <i>14 Nov 2023</i>			Chair
4	Work Programme Project Updates			CE
5	Meeting feedback reports by HAB members/ staff/ CE			All
6	Intelligence/Feedback update – public issues			CE
7	Decisions to be made by the Advisory Board			CE
	A Escalation to HW England/ CQC			
	B Publish a report / agree a recommendation made in a report:			
	C Request information from commissioners/ providers			
	D Which premises to Enter and View and when (Completion of the Enter and View visit checklist is required)			
	E Decision about subcontracting/ commissioned work			
	F Whether to report a matter concerning your activities to another person- e.g. CCG, Voluntary Sector, another Healthwatch, Advocacy services			
	G Which health and social care services HW is looking at for priority project			
	H Refer a matter to Overview and Scrutiny committee			
	I Breach/s of the decision-making process			
8	Health and Social Care Issues from the public			CE
9	AOB			Chair
10	Date and Time of Next Meetings: • <i>Insert date</i>			

Chair – Healthwatch Advisory Board Chair

CE - Chief Executive

Healthwatch Telford and Wrekin Advisory Board notes
14 November 2023 2pm to 4pm
Meeting Point House

In Attendance: Simon Fogell – HWTW Chief Executive
David Bell – Advisory Board member
Sherrel Fikeis – Advisory Board Chair
Chris Fox - Advisory Board member
Tom Cane – Advisory Board member
Mark Austin - Advisory Board member
Jan Suckling – HWTW Engagement lead
Matt Lever – HWTW Community Outreach lead
Tracy Cresswell – ECS Corporate, Partnership and Volunteering Manager
(minutes)

This was the first of the Healthwatch Telford and Wrekin Advisory Board Meeting and was used as an introductory meeting for the HAB members and staff, and to update on work plans processes etc.

Each board and staff member introduced themselves and explained their interests, other groups they are involved in, the staff explained their roles and responsibilities and how they would work with the HAB.

Prior to the meeting Simon had sent out all the papers for today's meeting.

- Work programme – the board was given an update on this including the responses to the diabetes and GP survey.
- Engagement plan – provided for information.
- Social media – projects have been shared over social media, Simon updated the HAB the GP survey is a huge issue in Telford and Healthwatch have the full power of the council behind it.
- Agenda template – discussed.
 - Under 7a (i) decision making policy – delegation was given to Simon in the interim until the HAB are more established, there was full board agreement to this.
- System map – Simon explained the different groups / boards that Healthwatch attend, the HAB to let Simon know what the HAB interests would be.
- Meetings – all meetings that HAB attend need to be included in the contract monitoring report for the commissioner, so HAB was asked to ensure that they let Jan have these details on issues raised etc.
- Healthwatch England quality framework – Simon gave a brief overview, and this would be discussed more in the new year.

Date of next meeting Tuesday 23 January, 2pm in the office