

Board meeting minutes
Monday 27th January 2025
4.15pm – 5.45pm
Online (Microsoft Teams)

Present:

Kacie Hodgson (KH)	Trustee
Alan Cunningham (AC)	Trustee
Alison Wood (AW)	Trustee
Ashley Green (AG)	CEO

Apologies:

Pat Southgate (PS)	Chairperson
Laura Parker (LP)	Vice Chairperson
Alan Cram (AC)	Treasurer
John Cunningham (JC)	Trustee

1. Welcome & apologies.

AG welcomed everyone to the meeting. Apologies had been received from Pat, Laura and Alan. AG said that as this meeting was not quorum no decisions could be made. The only pressing agreement/decision required from the Board was on the three new policies, which AG said he would seek approval from the Board via email.

There were no confidential matters arising or declaration of interests.

2. Minutes & Action log – October Board meeting

AG and all those present agreed with and accepted the minutes from the Board meeting in October.

AG commented that following the discussions with Gavin McGregor from Healthwatch England at the last meeting about the issues facing the local

Healthwatch network, the DASH report was due to be realised around April time by the Government. This report may recommend changes to the Healthwatch network (alongside the CQC), which may affect its future structure. Though all of this is unknown, and may not result in change?

3. Update on current work and business plan

AG briefly went over the quarterly board summary and highlighted some of the areas of work.

AG said that they had produced a GP guide for the public to help them navigate and understand what services are available at their local GP practice, including how to make an appointment, who to see, understanding your rights, and how to make a complaint. The guide was produced collaboratively with volunteers, trustee (Alan), GP practice manager.

AG said that as well as sharing these via email with all GP practices in North Yorkshire, our volunteers would be visiting practices to hand deliver postcards and posters about the GP guides to encourage the GP practices to promote these to their patients. AC said it was important that the volunteers, where possible, spoke to the Practice Managers about the guide, or else they may be lost/ignored by the practice. AW agreed with this.

AG said that we had completed our insight work to hear from hard-to-reach communities about the signs and symptoms of cancer, including those people in rural, coastal and ethnic groups. AG said that this was funded work from Humber & Yorkshire Cancer Alliance, and we had worked with York St John University to undertake this engagement. AG said that York St John University would be producing a full report on the findings around April time, and that a presentation data set for North Yorkshire should be available in February/March. Additionally, a summary report for North Yorkshire would be produced, which will have our logo on should be available in March.

AG said that farming project was going well, and that Alicia was due to complete the first draft of the report in the next few weeks. We had received over 200 responses from across the farming community, with the team and volunteers attending auction marts and agricultural shows across North Yorkshire to gather in-depth feedback. AC asked if the report would have recommendations which AG said it would. AC offered to contribute to the report recommendations if that would be helpful.

AG said that this report will feed into the Rural health & care summit that we're organising with Community First Yorkshire, which will take place on Friday 21st March 2025 at the Galtres Centre, Easingwold. The aim of this event is to develop a greater understanding of how living in rural North Yorkshire impacts on people using and accessing health care. AG said that the Chair of the Humber & North Yorkshire ICS will be attending along with the York & North Yorkshire Mayor. AG said all trustees can attend and need to complete the Eventbrite link. KC said that she didn't think she had received the invitation, so AG said he would re-send to her.

AG said that they had been funded by North Yorkshire Council to undertake a piece of work to help understand why less ethnic minority communities access adult social care services. AG said that our engagement would run until the end of March, after which we would produce a report for the council. This work, alongside our previous Mystery Shopper report, would all feed into the council's adult social care CQC inspection which was due anytime in the next five months.

Finally, AG said they had been shortlisted for a national Healthwatch England Award for their mental health report and the impact that this has had on services, namely the employment of first contact mental health practitioners in GP practices in North Yorkshire. The award ceremony will be online in March where we will find out if we have won the overall national award.

4. Trustee skills & knowledge audit

AG shared the summary document that he had produced which outlined some of the areas where we had gaps in skills, geography and diversity for our trustee board. AG said that they would be undertaking trustee recruitment via our e-newsletter, social media and targeted at the voluntary, community and social enterprise organisations over the next few weeks. AG said that we realistically needed another 3-4 trustees to join us, and that he had already approached someone from this sector, and Holly had approached several of her previous pharmacy colleagues to see if they would be interested. AW acknowledged that we needed to ensure where possible we covered all the different areas of North Yorkshire.

5. New policies for approval

AG said that due to new legislation and to ensure we provide the right levels of governance for our staff and volunteers he had produced three new policies on: safer recruitment, sickness & absence, and sexual harassment. AG said these had been agreed and produced in collaboration with Peninsula, our external HR providers.

AG said that as there were only three trustees present today, and that the meeting was not quorum, he would therefore seek agreement on these new policies with all trustees via email.

6. Impact reports & plans

AG said that they were producing a summary report to showcase what impact had been made in response to our mental health report. The report would focus on three example areas:

- The role out of first contact mental health practitioners in GP practices across North Yorkshire
- New support provided by complex emotional needs practitioners
- How training and a trauma informed care approach helps support people

AG said that this would be realised in February.

7. Finance

AG briefly went over the quarter three (October – December 2024) summary of accounts and said that there was an underspend in the staffing costs as there had been a delay in recruiting Holly (Business & Project Support Officer).

Alongside this, AG said that there had been an underspend in IT costs and our volunteering budget, but that this was due to this expenditure now coming out of the additional £50k we have received from NYC development fund. AG said that he was expecting approx. £26k to come in for income generation for the two new projects, cancer awareness and ethnic minority project.

Close

Next Board meeting: Monday 28th April 2025