

## Independent Strategic Advisory Body Meeting

Monday 4<sup>th</sup> June 2018, 2.00 - 4.00pm

Conference Room 2, Brough Business Centre, Skillings Lane, Brough, East Yorkshire HU15 1EN

### ISAB Members:

Ian Dewar (Chair), Matthew Fawcett (MF), Matthew Kay (MK), Helen Grimwood (HG), Jenny Jenkinson (JJ)

Also in attendance: Michelle Harvey

Apologies: Carol Dyas, Jess Mell

Absent: Sally Burns

	Subject/Item:	Date on Time table	Minutes/Notes:	Led By	Recommendation:	Comment/Action-log:
Introduction (Chair):						
1	Welcome & Introductions		The Chair welcomed those members present to the meeting and HG to her first meeting. It was noted that there were three non-executive members of the Body not in attendance.	Chair		
2	Apologies for Absence		Apologies were received and accepted from JM & CD.	Chair		
3	Minutes of Last Meeting (26/03/18). Assumed as read unless any points are submitted in advance		It was acknowledged that the minutes had been read as assumed.	Chair		
4	Ian Dewar Introduction		A document pertaining to Asthma was circulated by the Chair for consideration by the ISAB. It was noted that Asthma does not currently seem to have a high profile within the East Riding; however could be a topic for future investigation/research by HWERY. Members were asked to read the document at their leisure and consider the information for future discussion.	Chair/all		<ul style="list-style-type: none"> <li><b>All members to feedback any comments on Asthma report to MF/ID before next meeting.</b></li> </ul>

## Independent Strategic Advisory Body Meeting

Monday 4<sup>th</sup> June 2018, 2.00 - 4.00pm

Conference Room 2, Brough Business Centre, Skillings Lane, Brough, East Yorkshire HU15 1EN

6	ISAB informal discussion and de-brief	<p>Agenda item 6 was brought forward for discussion at this point within the meeting.</p> <p>The Chair had recently been asked at another recent meeting firstly what HWERY do, but also what the ISAB do. This had been discussed two meetings ago at an ISAB meeting when it had been said that one aspect of the ISAB was to act as a critical friend; however it is disappointing that the current level of challenge from none-executive members is currently not what it ought to be. The Chair is therefore going to email all members to ask for increased participation in this aspect.</p> <p>A discussion took place and each member presented their own idea of how the ISAB could move forward and develop. The following points were discussed and noted:</p> <ul style="list-style-type: none"> <li>• There should always be a two-way conversation regarding the way we move forward as a group/organisation</li> <li>• It would be extremely positive if the ISAB could collectively bring topics forward for consideration as part of shared horizon scanning with HWERY</li> <li>• Offering perspectives from a distance without being involved in the everyday operational side of HWERY is important</li> <li>• Further clarity on the role of an ISAB member could support members to develop fully into their roles</li> <li>• Consideration to recruiting more members should be given to alleviate the problem of unavoidable absences/apologies, although recruiting suitable members can have its own difficulties</li> <li>• Topics for debate/discussion should be sent out in advance to help absent members contribute to meetings</li> <li>• As the ISAB is not bogged down by day to day operational matters, it is in a better position to be able to focus on strategic matters</li> <li>• An ideas/questions template could be produced to support conversations and contributions around specific subjects/topics</li> <li>• Action points should be delegated not only to the whole group, but potentially to specific members</li> <li>• Further training/guidance could be given on the role of the ISAB and specific tasks/actions points should be clearly identified and distributed to members, which should instigate further conversation between members</li> </ul>		<ul style="list-style-type: none"> <li>• <u>MH</u> to re-distribute the notes from the January meeting regarding the role of the ISAB.</li> <li>• <u>MH</u> to ensure action points are prominently highlighted on future minutes</li> <li>• <u>MF</u> to distribute a set of questions relating to the Asthma doc. <u>all members</u> to complete prior to next meeting</li> <li>• <u>All members</u> to collate copies of reports produced by other organisations</li> </ul>
---	---------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Independent Strategic Advisory Body Meeting

Monday 4<sup>th</sup> June 2018, 2.00 - 4.00pm

Conference Room 2, Brough Business Centre, Skillings Lane, Brough, East Yorkshire HU15 1EN

		<ul style="list-style-type: none"> <li>• A clear expectation of the expected commitment and potential time commitment from members should be given; although it was noted that there is not always a requirement for a specific time commitment, more of a responsibility for members to maintain an awareness of the role within their day-to-day activities so that topics that arise can then be brought forward for future consideration by the ISAB</li> <li>• An on-line resource such as 'Slack' could be considered as a platform to aid communication between members outside of meetings</li> <li>• The timing of meetings within the year could be adjusted to suit busier times and don't have to be evenly spread across the year as currently happens, e.g. Jan to March are pertinent to strategic planning and could require more meeting time</li> <li>• A lot of other organisations are producing written reports including recommendations for organisations across the East Riding. With the support of the ISAB, HWERY could take the recommendations from other reports and look to see if as an organisation we could contribute and add weight to them and therefore have a greater/broader impact than we do currently. This would not only support other organisations but increase our own impact and profile within the East Riding and hopefully help us gain further acknowledgement. As members of the ISAB also sit on a number of other committees, this would be a starting point for this type of approach. It would also enable us to use the expertise of other organisations on specific topics as a basis to give further recommendations, be more immediately responsive to current issues and increase our impact. The Asthma topic discussed earlier in the meeting could lend itself to this way of working as a starting point.</li> </ul>			relative to Health and Social Care for discussion at next meeting
5	<p><b>Discussion of Annual Report</b></p> <ul style="list-style-type: none"> <li>• Things to Highlight</li> <li>• Shared Learning</li> </ul>	<p>MF distributed a copy of the first draft of the Annual Report based upon the Healthwatch England template to all members. It was noted that the text was in its first draft stage and the photographs served to demonstrate the wide ranging work that we do throughout the year. Members were asked to consider any additional pieces of work that they thought should be included. The deadline for submission of final report is the end of June. It was suggested that the ISAB section could be more prominent and include further detail.</p> <p>MF reported that he was extremely disappointed not to have received any award nominations from Healthwatch England following recent applications</p>	MF	<p>A copy of the draft Annual Report should be distributed to absent members for their consideration prior to the deadline to allow</p>	<ul style="list-style-type: none"> <li>• MF to distribute a copy of the draft Annual Report to absent members</li> </ul>

## Independent Strategic Advisory Body Meeting

Monday 4<sup>th</sup> June 2018, 2.00 - 4.00pm

Conference Room 2, Brough Business Centre, Skillings Lane, Brough, East Yorkshire HU15 1EN

		<p>into all eight categories and had requested feedback as the work that we had submitted had been considered to be of a high standard. No response has yet been received regarding the applications to run specific workshops at the Healthwatch England Annual Conference.</p> <p>It was noted however that media coverage of the recent Fair System Report was the biggest that we had ever had and that we had already received responses to the recommendations made in that report.</p> <p>Members were made aware that there is going to be a big push on volunteer recruitment in June as part of National Volunteer Week and any support in recruiting volunteers from members of the ISAB would be very much appreciated. A number of members have recently had to retire due to ill health or unavoidable personal circumstances.</p> <p>Positive feedback had been gained from the recent Development Day which was supported by training from The Guide Dogs for the Blind Association delivering Community Sighted Guide Training. Attendance had been slightly down compared to the last development day due to holidays and illness, which is unavoidable.</p> <p>The Young Peoples report is due to be launched later this week when the HWERY Community Outreach Officer attends East Riding College to launch the report with the students who largely contributed to its production.</p>		their contribution	
7	Public Questions (submitted in advance)	There were no questions submitted from the public.	Chair/all		
8	Any Other Business (previously notified)	It was queried whether we hold full list of meetings and forums that ISAB members attend to alleviate duplication of work/attendance.	Chair		<ul style="list-style-type: none"> <li><u>All members</u> to forward a list of meeting to MH to collate &amp; compile ASAP.</li> </ul>
9	Outstanding Issues		Chair		
10	Date and Time of Next Meeting	Monday 3 <sup>rd</sup> September, 2.00 - 4.00pm Brough Business Centre	Chair		

## Independent Strategic Advisory Body Meeting

Monday 4<sup>th</sup> June 2018, 2.00 - 4.00pm

Conference Room 2, Brough Business Centre, Skillings Lane, Brough, East Yorkshire HU15 1EN

