

Business Board Meeting - Part 2
Friday 25 January 2019
Hebburn Central

Agenda Item		Action
1	<p>Minutes of the last meeting</p> <p>The minutes were approved as a correct record.</p>	
2	<p>Matters Arising from the minutes</p> <p>There were no matters arising.</p>	
3	<p>Board Members Discussion</p> <p>3.1 <u>Matters for the Board</u> It was explained that a suggestion was made to change the website without reference to the Board. It was stated that changing the web site was an outward facing activity:</p> <p>Noted that:</p> <ul style="list-style-type: none"> • such a change could have an impact on public and partner perception. If the impact was negative the responsibility for that outcome would rest with the Board. • members reinforced the message that the team needed to work as a cohesive unit and that each team member should share initiatives with all members most importantly when an initiative required the commitment of resources over and above those already planned. <p>Agreed that: all matters that have a potential corporate impact, especially anything that affects public perception, will be referred to the Board via the Co-Chairs. In the first instance this will be by electronic means for the Board to endorse and suggest a way forward. Board members may require the decision is referred to a board meeting for discussion prior to approval. The Board may decide the matter does not need full Board involvement and can be taken forward by the Co-Chairs, who will keep the Board informed.</p>	

3.2 Service Level Agreement

Members were informed about the current Service Level Agreement and the main clauses of import it contained. Clause 2.2. which details the Agreement Period was read out.

Noted that: members asked:

- for the period covered by the Agreement referred to and who signed the Agreement. This information was provided.
- how and when was the contract monitored. Again, this information was provided

Members were advised that a search had been made of the office but no extension to the contract had been found. After being raised a number of times, it was agreed, following the meeting of Co-Chairs with the staff, held on the 19 December, 2018, that the Council should be contacted about the need to confirm that the contract is extant. An email was sent during the meeting to the Head of Joint Commissioning. An informal follow up took place on the 16 January, with the Head of Joint Commissioning but there was no progress to report. The Head of Joint Commissioning acknowledged our problem and sought to reassure us a response would be forthcoming. An answer is awaited.

The Chair of the meeting stated that the Agreement came into his possession on the 10 January, 2019. Upon receipt, he discussed it with his Co-Chair, and advised that the Board should consider the matter. It was agreed that the Agreement should be taken to the next Business Board meeting.

Members discussed the following options:

- Do nothing until approached by the Council
- Actively follow up the enquiry made to the Head of Joint Commissioning
- If there was no resolution via the current enquiry by, say the end of the second week in February, a formal letter would be drafted by the Co-Chairs, approved by the Board, and sent to the address in the Agreement, addressed to “The Authorised Signatory”.

Noted that: there was no support for the do-nothing option

Agreed that: The Co-Chairs are instructed to pursue options 2 and 3.

