

Healthwatch South Tyneside

Business Board Meeting
Friday 29 March 2019, 10.00 am - 12 noon
Hebburn Central

Present:

Peter Bower	Co-Chair	Paula Lowson	Director
Sue Taylor	Co-Chair	Shobha Srivastava	Director
Margaret Adams	Director	Ged Dixon	Director
Alison Chalmers	Director	Marilyn Stidolph	Director
Joy Curry (minute taker)	Director		

Apologies:

Steve Burton Director

Agenda Item		Action
1	Apologies for Absence Apologies were noted from Steve Burton.	
2	Presentation by Chris Jennings, Director, Cian Creative pr A presentation was received from Chris on the PR work undertaken during 2018/19 and the increase in response to our social media initiatives. Chris also presented the recommended website modifications which had been developed by the staff and edited using the expertise at Cian.	
3	Minutes of the last meeting The minutes were approved as a correct record. Matters Arising from the minutes GD discussed that providing the information in a pie chart format was unworkable. PL had requested this in a previous meeting. He explained the reasons why and all present agreed with that decision.	
4	Finance Report <u>Management Accounts</u> Ged discussed the Annual Leave entitlement for staff and the problem when a normal working day fell on a Bank Holiday and staff had to use their holiday allowance. This had been resolved and was agreed by all concerned. The Financial report was discussed and there was a slight under spend on overall salaries but volunteering and travelling expenses were high and it was discussed that this perhaps needs to be looked at.	

5	<p>Items for Decision <u>Ratify changes to the Website</u> Members accepted the recommendations and asked for them to be implemented.</p>	
6	<p>Items for Discussion and Information <u>St Clare's Hospice</u> There have been talks with the Trust regarding the building and service provision and with David Hambleton from the CCG around participating in their Project Team. The paper issued by the CCG's project team lead was discussed. Marilyn asked to see a copy. It was agreed that the paper should be circulated to members.</p> <p>Matt Brown's presentation was discussed and how the people of South Tyneside are stakeholders in the provision of end of life care.</p> <p>Funding issues around St Clare's. There was a discussion around South Tyneside residents having concerns around the charity funding / bequeathed monies that St Clare's received.</p> <p>There was a discussion around the Hospice complaints system. Peter had spoken to Hospice UK.</p> <p>The Health and Wellbeing Board was discussed. MA wanted to know how the service was going to go forward. Peter has names of people who are keen to come and present to Healthwatch. At the March HWBB a full description of the actions taken by Healthwatch was discussed.</p> <p>Other points raised were:</p> <p>What happens now when patients need terminal care? What happens to carers now? What support mechanism is in place? Day care provision. It was suggested a visit to Ward 20 should be initiated. Formally writing to the Trust regarding the position in light of the recent problems and the future use of the site.</p> <p>It was agreed that a formal letter be sent to the Trust CEO and a visit to Ward 20 would be pursued.</p>	
7	<p>Matters for Information <u>Co-Chairs Report, ST</u> Sue discussed that community services should not be forgotten as well as they will need to change and develop because of this</p>	

	<p>transitory period and demands upon their service. Is the capacity there to provide increased community services?</p> <p>The need for a more active role in Public Health Involvement in Drug / Alcohol / lifestyle choices was discussed and it was felt that a more proactive rather than reactive response was needed. It was discussed how this would be addressed via PTE.</p> <p>Web site should be enhanced to get more information out about the changes.</p> <p>Roadshows - Healthwatch responding to questionnaires ...our role should be to help people understand the changes and put questions on the website.</p> <p><u>Co-Chairs Report, PB</u> Report attached for information.</p> <p><u>Work on GDPR and Staff HR Booklet</u> Report attached for information.</p>	
8	<p>Any Other Business GD asked who was picking up the video as TR was off on an extended absence, ST will pick this up.</p>	
9	<p>Date and time of next meeting 31 May 2019 at 10.00 am at Hebburn Central.</p>	