



**Healthwatch South Tyneside**

**Business Board Meeting  
Wednesday 31 July 2019  
Hebburn Central**

**Present:**

Sue Taylor	Co-Chair	Paula Lowson	Director
Peter Bower	Co-Chair	Shobha Srivastava	Director
Joy Curry	Director	Margaret Adams	Director
Marilyn Stidolph	Director	Sheila Scott	HW Team
		(minute taker)	

**In attendance:** Joanne McGeachin (YVC)

Agenda Item		Action
1	<p><b><u>Apologies for Absence</u></b></p> <p>Apologies were received from Ged and Steve.</p>	
2	<p><b><u>Minutes of the Last Meeting</u></b></p> <p>The minutes were agreed as a correct record.</p> <p><b><u>Matters Arising from the Minutes</u></b></p> <p>Pg 2 - Work Plan Request Form - Sheila had made some amendments, Peter to suggest further amendments showing the process if an item has to go before the Co-Chairs or the Board.</p> <p>Pg 3 - Planned Maternity Changes - Sheila had forwarded the leaflet which had Q &amp; A section, this answered questions Marilyn and Joy had raised.</p> <p>Pg 4 - Visit to Ward 20 took place on 19<sup>th</sup> July 2019 by Sheila, Joy and Tracy. Joy and Sheila could not agree that Ward 20 took patients at End of Life from other Wards, Sheila to email Lynn Jones, Ward Sister to clarify.</p>	

3	<p><b><u>Finance Report</u></b></p> <p><u>Management Accounts</u> Sheila presented the accounts advising that HW will have a separate department within the accounts for the Hard to Reach Volunteering Project.</p> <p><u>Income and Expenditure</u> Sheila has submitted the paperwork to claim back £1,734 from Access to Work for the alterations to the office door.</p>	
4	<p><b><u>Items for Decision</u></b></p> <p><u>Approve Joy Curry and Marilyn Stidolph taking responsibility for the Primary Care Portfolio</u></p> <p>Joy and Marilyn said they were happy to take on the Portfolio and meet with the Patient Participation Groups. Sheila to arrange a meeting with Joy, Marilyn, Peter and Sue to discuss.</p> <p><u>Update and agree a way of taking forward the Plan Objective for Palliative and End of Life Care</u></p> <p>Following the co-design workshops PB decided to joint the Education, Training and Communications work stream.</p> <p>The draft co-design report is due at the end of July and will go to the CCG executive in August and the CCG Governing Body in September before being published.</p> <p>HWST have listened to the public, at a Focus group and a visit to Ward 20.</p> <p>Jon Tose has been invited to do a presentation at HWST Public Board meeting, Sheila to chase up.</p>	<p>SScott</p> <p>SScott</p>
5	<p><b><u>Items for Discussion</u></b></p> <p><u>Hard to Reach Volunteering Project</u> Both short films are very good, to be shown at Healthnet, to promote on website etc. Sue had met with Tom Hall and colleagues who have shown an interest in the project and would like to be involved, feed into the Alliance Group and Better You. At present HW has 9/8 volunteers, Young Healthwatch have 6.</p>	<p>Team</p>

	<p><u>Healthwatch England's New Enter and View Guidelines</u> A good paper to read if you plan to conduct Enter and Views. If HW had more volunteers Dentists and Opticians could have Enter and Views conducted.</p> <p><u>Healthwatch England's Plan</u> Useful to have and know what HWE wants to achieve in 2019/20.</p> <p>Some KPI's in the report are not challenging.</p> <p><u>HWST Annual Report</u> A good report, thanks to the Team and Chris. Sunderland use an iPhone for photographs for their Annual Report not a professional photographer. The Annual Report will be presented at the Health and Wellbeing Board, Peter had also presented it at the event held at the Word in July.</p>	<b>PB/ST</b>
<b>6</b>	<p><u>Co-Chairs Report</u></p> <p>The ICS meeting held 17 July 2019 was a good meeting agreeing direction of travel.</p> <p>PB advised that the Path to Excellence Team will be attending HWST Board meeting on 25 September to give an update of the P2E, Sunderland HW and Durham HW Board members will also be attending for the update.</p>	
<b>7</b>	<p><u>Any Other Business</u></p> <p>Shobha said she was thinking of retiring from the Board October/November. PB asked her to think about it and maybe defer retirement until March 2020.</p> <p>The Trust, along with others had commissioned a piece of artwork by Bethan Maddocks celebrating 70 years of the NHS which was unveiled on 6 August 2019 inside the main entrance at S T Hospital.</p>	