

Healthwatch South Tyneside

**Business Board Meeting
Friday 24 November 2017
Jarrow Community Centre**

Present:

Sue Taylor	Chair	Jan Pyrke	Healthwatch Team
Ged Dixon	Director	Sheila Scott	Healthwatch Team
Peter Bower	Director	Tara Johnson	Healthwatch Team
Mary Butler	Director	Tracy Rawle	Healthwatch Team

Agenda Item		Action
1	<p>Apologies SS and LG.</p> <p>Minutes of the last meeting Agreed</p> <p>Matters Arising None</p> <p>AOB Agenda Item 4 - JP checked and changed Standing Orders. PB comments were circulated to the Board regarding Articles & Standing Orders.</p>	
2	<p>HR</p> <p>Supervisions for all staff are moving ahead. All staff contracts are signed and are on file. TOIL is manageable. JP had some sick leave, after meeting with HR it was decided that JP could go to Occupational Health if needed.</p>	
3	<p>Finance</p> <p>The Management Accounts were presented in a new format showing a small deficit. As of 24 November 2017, the actual figure in the bank is £44,500. There are no cash flow problems.</p>	

	<p>JP had met with PB to discuss the accounts then met with Quantum.</p> <p>In terms of spend we are on track.</p> <p>GD queried the telephone and lone worker tracing. JP explained the tracking system “Crystal Ball”.</p> <p>An overspend was shown on HR - JP to check with Jayne Hart and Quantum.</p> <p>JP had completed and sent the online application to the small claims court regarding Hedworth Hall. They have 14 days to respond.</p> <p>PB would like to see non-recurrent amounts clarified - JP to speak with Quantum.</p> <p>Pension Fund - this amount belongs to JP and needs to be moved by the next Board meeting.</p> <p>Ongoing issues with TSB. PB had met with the bank manager at the local branch and passed on contact details.</p> <p>GD will try one more time to present his information to the bank, ER has been removed from the account, S Scott to contact the bank manager regarding pin to access online banking, JP to go to bank again with relevant ID documents, PB and ST to go to local branch after Board meeting to sign new mandate.</p> <p>PB will still complain about the process and ongoing issues regarding TSB.</p>	<p>JP</p> <p>JP</p> <p>JP</p> <p>PB</p>
4	<p>Articles & Standing Orders</p>	
	<p>The standing orders had been updated by JP. The Quorate inconsistency was looked at by JP and corrected. ST and GD to meet to look over the Standing Orders.</p>	
5	<p>Planning Day</p>	
	<p>JP to start working on the Planning Day. JP said she goes to a lot of regular meetings - do we really need to go to these? Need to look at these.</p>	

<p>6</p>	<p>JP to do a short piece of work detailing all meetings attended by Healthwatch staff.</p> <p>Any Other Business</p> <p>MB is thinking of resigning from the Board. It was decided that she would come to the Planning Day and then make her decision.</p>	<p>JP</p>
<p>7</p>	<p>Date and Time of Next Meeting</p> <p>This will be held in January - date will be confirmed at the Planning Day.</p>	