

### Healthwatch South Tyneside

#### Business Board Meeting - Part 1 Friday 25 January 2019 Hebburn Central

Present:			
Ged Dixon	Director		
Peter Bower	Co-Chair	Shobha Srivastava	Director
Joy Curry	Director	Marilyn Stidolph	Director
Margaret Adams	Director	Alison Chalmers	Director
Paula Lowson	Director	Steven Burton	Director
Sheila Scott (minute taker) HW Team		Linda Gibson	HW Team

## Apologies:

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Sue Taylo	r Co-Chair		
Agenda		Action	
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1	Welcome and Introductions		
	Apologies were noted from Sue Taylor, Co-Chair. PB introduced		
	Jackie Lambert, Chair of South Tyneside Health Collaboration.		
2	Minutes of the last meeting (26 October 2018)		
-	The minutes were agreed as a correct record.		
	Matters Arising from the minutes		
	Pg 1) PB has attended further meetings re Patient Experience Group		
	Pg 2) ST had sent an email regarding requesting a place on the Peoples Select Committee		
	Pg 4) GD will try to present accounts in Pie Chart format		
	Pg 5) Work is ongoing		
	Pg 6) LG has regular meetings with Margaret Curtis from Sunderland Healthwatch		
	Pg 6) SScott typed up the notes on Co-production then circulated to the Board		
3	Presentation by Jackie Lambert, Chair of South Tyneside		
	Health Collaboration		
	The STHC Mission:		
	"Bringing healthcare and patients together - to remain GP-led,		
	patient centred organisation working collaboratively with all		
	health, well-being and social care partners"		
	Created collectively by 17 GP practices.		

# healthwatch South Tyneside

	Jackie went through the presentation starting with the background, aims and objectives, achievements to date and what next?	
	For more information visit: <u>http://healthcollaboration.co.uk</u>	
4	Finance Report	
	GD presented the management accounts. We are on target to achieve a surplus of £17,000 by the end of March 2019.	
	Volunteer expenses - other items had been posted under this heading, this needs to be clarified.	SScott
	Publicity and marketing were showing as an overspend on budget.	
	Budget to be discussed at the Review Group.	
5	Items for Decision	
	Ratification of Staff Review and to receive interest from Board Members and Staff in becoming members of the Review Group	
	After discussion it was agreed that GD would Chair the review group. LG said it needed to happen quickly as Healthwatch needs a Team leader.	GD
	The following agreed to be members of the Review Group: GD, MA, ST and either JC or MS. All of the staff would be part of the Group. A question was asked as to whether the Co-Chairs should be part of the Group, if so PB will also attend. GD asked for members to let him know when they would not be available.	
	The staff team were asked by ST to put some thought and a proposal together for the Board. LG and SScott had done this, GD asked that they discuss with Tracy and Tara then send to the Review Group.	
	GD to arrange first meeting as soon as possible.	GD
6	Items for Discussion and Information	
	<u>Move to Hebburn Central</u> - SScott advised that all was going to plan with no problems regarding the move. She highlighted an issue with Diamond who currently provide IT support and asked if HW could move this contract to Integrity Technology Services, a	

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<ul> <li>local firm based in Boldon Colliery. The Board Agreed as long as it was done in accordance with Standing Financial Instructions.</li> <li>It was proving a problem finding 3 companies to give a quote for the installation of the automatic door operators (two quotes have been received). The Board agreed to waive standing orders regarding this.</li> <li><u>Work on GDPR</u> - SScott to be the named member of staff with the Information Commissioners Office. Work is progressing on GDPR with a statement ready to go as a footer on emails when we move premises. Sheila will provide regular updates at forthcoming Board meetings.</li> <li><u>Formal Adoption of the Work Plan, Progress Reporting and Comments on Progress to date</u> - The Board agreed to adopt the Work Plan.</li> <li>LG explained the process for up dating the Work Plan. LG presented the up date sheet to the Board and advised this would be used to inform the Board with revisions to the Work Plan. The Work Plan will be updated annually, exceptional reporting to the</li> </ul>	SScott
Board when necessary the Board agreed. It is important that any new pieces of work be discussed and agreed by Joint Chairs and the staff team so the Work Plan can be updated and dates moved if necessary. The NEAS and engagement work at South Tyneside Hospital Outpatients Department were not on the Work Plan (they will be added to the update sheet).	
GD congratulated the staff team on the Work Plan. MA said the continuation/update sheet was incredibly helpful giving clear guidance.	
<b>The Board agreed</b> that a formal up date would be provided to the Board every 6 months.	
MS asked if LG will be co-ordinating the Work Plan, yes LG will.	LG
NECs and Healthwatch England have commissioned HWST to do engagement work. MS asked what the timescale was for the NECs work, LG said we do not know yet, still awaiting paperwork.	
The sudden closure of St Clare's Hospice was raised. <b>The Board</b> <b>Agreed</b> further discussion was needed to decide HWST approach to this significant loss of a much valued service.	

# healthwatch South Tyneside

7	<ul> <li><u>Staff HR Booklet</u>         The booklet is ongoing, SScott to chase up and give an update at next Board meeting.     </li> <li><u>Matters for Information</u>         Co-Chairs Reports - PB asked Board members if they wanted to continue receiving a house style front sheet, a short version or a longer version. The Board agreed on a short version.     </li> <li>The Co-Chairs decided to send out their reports with Board papers to reduce the minutes of the meeting.</li> <li>JC asked if having Co-Chairs was working, PB said there was some overlap but the Co-Chairs meet once a fortnight, then meet with the staff team.     </li> </ul>	SScott
8	AC asked if there was a statement on HW website regarding the closure of St Clare's, LG said there was. PB advised that the BBC had contacted HW for comments regarding the closure of St Clare's. PB responded with a statement.	
	GD to speak to TR about her annual leave, the days she works impacts on how much annual leave she has to take.	GD
	Accessible Information Report, LG has attended the Task and Finish Group - LG to send a copy of the report to the Board.	LG
	HW has an intern from Newcastle University starting in March to produce a video around volunteering.	
	GD asked about the Service Level Agreement, PB said it would be discussed later.	
9	Date and Time of Next Meeting	
	29 March 2019 at 10.00 am, Hebburn Central.	