

**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:**

Sue Taylor Co-Chair

Agenda Item		Action
1	<p><b><u>Welcome and Introductions</u></b> Apologies were noted from Sue Taylor, Co-Chair. PB introduced Jackie Lambert, Chair of South Tyneside Health Collaboration.</p>	
2	<p><b><u>Minutes of the last meeting (26 October 2018)</u></b> The minutes were agreed as a correct record.</p> <p><b>Matters Arising from the minutes</b> 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</p>	
3	<p><b><u>Presentation by Jackie Lambert, Chair of South Tyneside Health Collaboration</u></b></p> <p><b>The STHC Mission:</b> “Bringing healthcare and patients together - to remain GP-led, patient centred organisation working collaboratively with all health, well-being and social care partners”</p> <p>Created collectively by 17 GP practices.</p>	



	<p>local firm based in Boldon Colliery. <b>The Board Agreed as long as it was done in accordance with Standing Financial Instructions.</b></p> <p>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). <b>The Board agreed to waive standing orders regarding this.</b></p> <p><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.</p> <p><u>Formal Adoption of the Work Plan, Progress Reporting and Comments on Progress to date</u> - <b>The Board agreed to adopt the Work Plan.</b></p> <p>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 Board when necessary <b>the Board agreed</b>. 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).</p> <p>GD congratulated the staff team on the Work Plan. MA said the continuation/update sheet was incredibly helpful giving clear guidance.</p> <p><b>The Board agreed</b> that a formal up date would be provided to the Board every 6 months.</p> <p>MS asked if LG will be co-ordinating the Work Plan, yes LG will.</p> <p>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.</p> <p>The sudden closure of St Clare’s Hospice was raised. <b>The Board Agreed</b> further discussion was needed to decide HWST approach to this significant loss of a much valued service.</p>	<p>SScott</p> <p>LG</p>
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