

Healthwatch South Tyneside

**Business Board Meeting
Friday 27 April 2018
Jarrow Community Centre**

Present:

Sue Taylor	Chair	Jan Pyrke	Healthwatch Team
Ged Dixon	Director	Sheila Scott	Healthwatch Team
Peter Bower	Director		
Shobha Srivastava	Director		

Apologies:

Mary Butler Director

Agenda Item		Action
1	<p>Minutes of the last meeting Agreed with the following amendment:</p> <p>SS had attended the meeting on 23 February 2018.</p> <p>Matters Arising It was agreed via email to continue our agreement with Cian for a further twelve months on current terms.</p> <p>Page 2, item 5 - SS had not attended the meeting as stated, she had undertaken a journey.</p> <p>S Scott to arrange a meeting with Ken Bremner and David Hambleton regarding Check the Pulse report. ST, PB and JP to attend. PB had bumped into Ken Bremner and asked if he had seen the Check the Pulse report, Ken didn't seem to grasp the importance of issues raised in the report. Path to Excellence - Caroline Latta said they were required to write the 5-page letter from David Hambleton, David Gallagher and Ken Brenmer to Counsellors Dix and Wright. The title was 'Information for the Joint Overview and Scrutiny Committee to consider prior to a potential recommendation for referral to the Secretary of State for Health and Social Care concerning the Path to Excellence programme phase 1 consultation decisions'. JP to send a one liner saying "The Board of HWST has asked me to find out the reason why the letter was sent?"</p>	<p>SScott</p> <p>JP</p>

<p>2</p>	<p>If the answer is because we were required to do so, the supplementary would be “who required you or what do you mean by required”.</p> <p>GD asked if the cost of raising the claim at the small claims court had been reimbursed - yes it had.</p> <p>AOB <u>Potential Board Volunteers</u> JP to ring referees for MB and clarify. ST to ring MS to arrange a meeting.</p> <p>Finance</p> <p><u>Management Accounts</u> JP presented the Management Accounts. She explained Quantum presented the accounts in this way as all items have a nominal code. The March accounts were useful to JP as she used these to prepare the budget.</p> <p>After going over the budget some errors were noted, JP to redo and send a corrected version to GD.</p> <p>The Board agreed to the following for future budgets:</p> <p>That three headings be used for income</p> <ol style="list-style-type: none"> 1) Contract income 2) Other income 3) Carry Forward <p>Remove the amount of £6200 re the Work Plan as we never use it. Board AGREED to remove from Budget</p> <p>SS said Healthwatch is not a charity so we do not need to keep up to 6 months running costs in reserve.</p> <p>ST signed the accounts for year end and the Board AGREED that the invoice for the Preparation of the Financial Statements for year ended 31 March 2018 be paid.</p> <p>JP and SScott left the meeting so that the Board could discuss salary uplift.</p> <p>The Board AGREED to a 2% salary increase for staff from 1st April 2018. JP to inform Quantum who do payroll.</p>	<p>JP ST</p> <p>JP</p> <p>JP</p>
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<p>3</p>	<p>General Data Protection Regulation (GDPR)</p> <p>JP informed the Board that the Information Commissioners have lots of information regarding GDPR on their website.</p> <p>JP went through GDPR plan, HR are working with us on this.</p> <p>The staff team will meet on 9th May to look at what information we hold and what we do with it. Need to look at Policies and Procedures and the contact sheets we have had over 4 years.</p> <p>Mailchimp have provided a template to enable people to opt in to us, it also provides an option to opt out.</p> <p>We will need a Data Protection Officer (DPO) as we are a public body. JP has spoken with other Healthwatch offices, they have different DPO's. There are a few options available to us.</p> <p>GD thanked JP for a very comprehensive plan, the rest of the Board agreed. JP to continue with the plan.</p>	<p>JP</p>
<p>4</p>	<p>Any Other Business</p> <p>It was decided to change banks, JP and SScott to look at options and send out to Board members for consideration.</p> <p>SS questioned how many Directors needed to be at a Board meeting so decisions could be made, JP advised that the number was four.</p> <p>PB had attended the PCPEC meeting and found it very interesting, they are looking at AIS. He is happy to keep attending future meetings, the Board AGREED (JP to contact Liz and have PB contact details put on mailing list). He has sent feedback to JP to share with other Board members.</p> <p>TR is attending a training event on AIS in Leeds on 15th May 2018.</p> <p>PB, NEAS - a new Chair has been appointed but has not been named yet and the website has not been updated.</p>	<p>JP SScott</p> <p>JP</p>

<p>5</p>	<p>ST to meet with Tom Hall next week.</p> <p>PB asked if we still attend JHOSC, yes, we are just to scrutinise them.</p> <p>PB asked if there are any other ‘Check the Pulse’ planned. No there is not, but a follow up will be done and we are also planning care home revisits.</p> <p>PB advised that there is a new MRI at South Tyneside, it is being used but not effectively as it could be, could a ‘Check the Pulse’ be carried out on that?</p> <p>ST sent dates she is available for SScott to arrange meeting with Ken Bremner and David Hambleton.</p> <p>Date and Time of Next Meeting</p> <p>18 May 2018 - 10.00 am for coffee and discussion</p> <p>Apologies: Ged</p>	<p>ST</p>
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