******Business Board Meeting**

**Friday 3rd July 2020**

**Zoom Meeting**

**Present:**

Peter Bower Chair Margaret Adams Director

Joy Curry Director Shobha Srivastava Director

Ged Dixon Director Sheila Scott HW Manager

Arthur McKean Director Tara Johnson HW Team (Minute Taker)

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| **Agenda Item** |  | **Actions** |
| **1** | **Welcome and apologies for absence**  All attendees were welcomed by Peter and apologies were received from Marylin Stidolph. |  |
| **2** | **Finance**  HWST Budget  The Board **agreed** the budget for 2020/2021 which had been circulated to board members prior to the meeting.  GD advised that there is a carry forward amount of £32,000, the salary costs have remained unchanged in the budget. They would be considered separately.  GD noted that we would overspend by £2,500 against the budget and suggested a 6-month review.  An amount has been added to the budget regarding depreciation and loss on disposal of assets.  SS advised that HWST have not paid rent for the office space at Hebburn Central for April, May and June. GD had left this in the budget in case HWST are asked to pay this at a later date.  PB and GD agreed a sub-group was needed to discuss staffing and budget going forward and asked for board members to come forward should they wish to be part of this group; Sheila to arrange the first meeting.  PB thanked GD and SS for preparing the budget. | **SS** |
| **3** | **Items for Information**  Service Level Agreement  SS advised HWST continuation of funding had been confirmed to March 2021. The level of funding (£103,409) is based on the contract from 2016. It was noted that the current contract is based on the Operational Plan which superseded the original Service Level Agreement.  Shobha asked if HWST was entitled to any Covid-19 grants, PB and SS confirmed that as we are still being fully funded for our work we were not eligible.  HR Update  SS gave an update on the current HR matters.  It was confirmed that holiday entitlement is still accrued and paid to staff whilst on sick leave.  Annual Report  SS advised the annual report has been published on time and circulated electronically, paper copies had been printed and were available.  Everyone on the board is pleased with the finished report. GD commented he was proud to be associated with HWST.  PB asked the board members to give some thought to how the priorities on page 23 could be taken forward. | **All** |
| **4** | **Items for Information**  CQC  The Board noted that the Trust had rated as good in the current CQC report. Following the merger this is an encouraging step forward.  MA raised how plans for improvement will be put in place.  JC raised the midwifery led service and issues around lack of staffing needed to be an area HWST possibly addressed.  PB suggested that to address the ‘must do recommendations’ in the CQC report the three local Healthwatch should meet to discuss the best way forward to address the issues to be raised with the Trust.  PB invited all members to send any comments around the midwifery led and children’s services to SS.  SS advised the board she has a Teams meeting with Sandra from the CQC on the 14th July to gain a better understanding of the way the CQC works and how this will help HWST monitor service improvements.  SS asked members for any questions/comments to be sent to her via email prior to the meeting taking place.  Formal Letters  Clinical Services Review Group – Lay Membership  PB briefed members on the reply from Dr Neil O’Brien. HWST had asked for lay membership to be included in the group to ensure independent involvement in the discussions about service changes.  PB advised this has been declined. The rationale given stated that there was sufficient opportunity for independent involvement in the current process to influence the work of the Path to Excellence Teams. Board members suggested we challenge this, MA suggested we also include the Clinical Senate in our response when challenging the decision. All members felt it was important that lay representation was part of this group.  PB confirmed he will also speak to Sunderland and Durham Healthwatch Chairs and seek their support for a reply.  DNA/CPR  PB felt that Sunderland Healthwatch was best placed to take this matter forward. Dr John Dean, Chair of Sunderland HW would be contacted and asked if Sunderland would be happy to take responsibility for further action. | **PB**  **All**  **All**  **PB**  **PB** |
| **5** | **Any Other Business**  Shobha raised a concern around the increase of domestic violence in BAME groups since Covid-19 and asked was there any work HWST could do to address this. PB asked Shobha to email SS with key points and suggestions around how we may be able to address this issue. SS confirmed she will also discuss any possible engagement work.  PB said that given the excess deaths in care homes nationally, associated with Covid-19, he would follow up the local picture with Tom Hall, Director of Public Health. Sheila had agreed to follow up the matter with the Council in the context of the formal letter sent to statutory partners about the use of the DNA(CPR) procedure.  PB advised that a meeting is to take place with the new accountable officer Dr Neil O’Brien on 9th July and asked members for any questions they wish to pose. The Chair’s and managers from the three local Healthwatch will take part in the meeting.  PB asked members to send comments/questions for meetings he attended on behalf of HWST. In particular those meetings concerned with the patient experience or strategic changes in health and social care, for example: patient carer and public experience committee, palliative and end of life care, and the health and wellbeing board.  SS confirmed she had visited Hebburn Central to collect post and had met with Gary Hoggeth, Facilities Manager. The possibility of Hebburn Central reopening at the end of July/beginning of August was discussed but Government guidelines will be followed around this. Sheila will advise the board and staff when a date is confirmed. | **Shobha**  **PB**  **SS**  **All**  **SS** |
| **6** | **Date and Time of Next Meeting**  **TBC** |  |