

**Business Board Meeting**  
**Wednesday 27<sup>th</sup> January 2021**  
**Via Zoom**

**Present:**

Peter Bower	Chair	Ged Dixon	Director
Arthur McKean	Director	Steve Burton	Director
Margaret Adams	Director	Joy Curry	Director
Marilyn Stidolph	Director	Sheila Scott	HWST Manager
		Tara Johnson	HWST Team
		(minute taker)	

**In attendance:**

**Matt Brown CCG**

Agenda Item		Actions
1	<p><b><u>Welcome and apologies for absence</u></b></p> <p>Attendees were welcomed by the Chair. He also acknowledged that TR had returned to work. SS updated the Board on TR's phased return hours.</p> <p>Apologies received from Shobha.</p> <p>The board members noted that it <i>is</i> Holocaust Memorial Day today.</p>	
2	<p><b><u>Declarations of Interest</u></b> - none were received.</p> <p><b><u>Minutes from last meeting</u></b>            Page 2, PB has a regular meeting with Matthew Walmsley, CCG Chair. If anyone would like any questions raised with Matthew, please let PB know.</p> <p><b><u>Matters arising from the minutes</u></b> - none were raised.</p>	<b>PB</b>
3	<p><b><u>Finance Report</u></b></p> <p><b><u>Management Accounts</u></b></p> <p>The director with the financial portfolio was unable to join the meeting, therefore could not provide the financial up-date. To put the financial situation in context PB provided the balance in the bank account. SS confirmed the next quarter payment was due.</p> <p><b><u>Income and Expenditure</u></b>            A Laptop had been purchased for TR with the Microsoft package which enabled home working.            SS has ordered 3 sim cards for staff work mobile phones; this will be a 2-year contract.</p>	

	<p>SS has upgraded Zoom to enable live streaming. PB confirmed that SS has authority, under the governance arrangements, for expenditure up to £2,000.</p> <p>SS advised she continued to seek an answer to the status of the contract Service Level Agreement. It was noted that her contact at STC is leaving but is in the process of drafting reports for all services that are currently funded via STC.</p> <p>JC asked if we are still paying rent at Hebburn Central. SS advised that we were not.</p>	
4	<p><b><u>Items for discussion</u></b></p> <p><u>Healthwatch Plan (2018/2021) - refresh</u></p> <p>This is being reviewed as detailed in the attached paper. The volunteer coordinator will focus on volunteers and reviewing what needs to be completed/updated. SS asked if board members would be interested in taking part in this review. AMcK and JC stated they would be interested in taking the lead on the area of volunteers. PB thanked SB for taking on the role staff social work to support the staff of HWST.</p> <p><u>Structural Review</u></p> <p>PB and GD had discussed progress in November and they were at a stage where a draft proposal could be brought the board.</p>	GD
5	<p><b><u>Items for Information</u></b></p> <p><u>Chairs Report</u> - no questions were raised.</p> <p><u>Managers Update</u> Working from home Grant - SS asked the Board to consider awarding HWST staff £6 per week Working from Home Grant as detailed in the attached paper, <b>the Board agreed.</b></p> <p>Recite Me function on HWST website - after discussion with Chris at Cian it was decided to start a campaign on FB to publicise the function which is not being used to a great extent. SS to keep the Board updated.</p> <p><u>Staff Update</u> TR has returned to work and her back to work interview took place on 18<sup>th</sup> January 2021. TR has asked her advocate to look over the back to work report before she signed and returned it.</p> <p>SS and TJ were managing their workload and no issues were raised.</p> <p><u>Review of Sexual Health Services for Young People in South Tyneside</u></p> <p>The Board agreed it was a good report and PB reported it had been noted on Workplace, Healthwatch England's information platform, by the National Director, Imelda Redmond.</p>	SS

TJ advised the working partnership had been great with the Sexual Health Team. They have implemented sexual health young persons support via telephone triage.

MA and JC raised concerns about telephone triage. TJ advised that this would take place during the pandemic, once guidelines change they will go back to working face to face.

SB acknowledged the need for sexual health services in South Tyneside.

#### Engagement Projects

A meeting had taken place with Blue Grass Research Ltd about the care homes project, the work will start in the middle to end of February.

The MMC Agency quoted for two pieces of work, one for the service user and one for the provider. It was decided that MMC would be engaged to provide the survey for the service user, then HWST would follow up on the report with the providers of MH services.

MA asked if CNTW will be part of this. SS advised that she had a contact at CNTW and will be asking her to review the survey. PB agreed the Board would see the surveys before they are signed off.

SB raised his concerns about employing outside agencies and stated that we have to make sure we do not lose the personal side of engagement.

PB stated we needed to be objective and look at the quality of the work produced.

JC and MS said they were not sure of the remit for the projects which should be clarified for members before the work is commissioned.

#### Integration and innovation: working together to improve health and social care for all

PB advised that Matt Brown had agreed discuss this at the end of the meeting.

#### Reforming the Mental Health Act - A Consultation Document

MA said that CNTW will be providing a response. There are issues around restraint and human rights, but the key part is giving individuals more human rights and the right support, so it is more effective.

MA suggested we look at what other HW are doing around this.

PB suggested that he contact the Chair of CNTW to ask who the best speaker would be to invite to the Board.

#### AGM

SS raised concerns around live streaming the AGM onto YouTube which was suggested by PB. As SS uses the personal hotspot on her mobile phone for internet access, she thought that it would not support live streaming.

PB

	<p>MA asked why do we need to live stream, we could invite via HealthNet with a Zoom link. The alternative was accepted.</p> <p>AMcK asked if HWST could pay for SS broadband at her home instead of her having to use the personal hotspot on her mobile phone, SS advised that she has tried in the past to have broadband installed but due to the age of the property it did not work. SS thanked AMcK for the suggestion.</p>	
<p><b>6</b></p>	<p><b><u>Matt Brown CCG - Vaccine roll out update</u></b></p> <p>The vaccination programme is progressing well and South Tyneside is well ahead of the rest of the country.</p> <p>There are three local sites in South Tyneside: The Glen at Hebburn, Flagg Court in South Shields, and Cleadon Park in South Shields.</p> <p>The first vaccine was given on 18<sup>th</sup> December 2020, Cleadon Park was delayed in operating due to the supply of the vaccination.</p> <p>Practice Managers and practices have done an amazing job as have the volunteer Marshalls at the sites, Matt wanted to acknowledge the work they have all done. Matt praised all staff who have gone the extra mile to make the vaccination programme an ongoing success.</p> <p>All care home staff and care homes and specialist residents have been offered the vaccine. One home had been delayed due to an outbreak of Covid-19.</p> <p>90% of over 80's have been vaccinated, the remaining 10% are house bound and will receive their vaccination via the community pharmacy team who are giving up their weekends to complete this work.</p> <p>70-to-74-year old's is a big group, these are almost complete.</p> <p>Clinically extremely vulnerable groups have a target date of 15<sup>th</sup> February 2021 to complete.</p> <p>Every area in the country is providing the vaccine in line with strict national guidelines for priority groups:</p> <ol style="list-style-type: none"> <li>1. Residents in a care home for older adults and their carers</li> <li>2. All those 80 years of age and over and frontline health and social care workers</li> <li>3. All those 75 years of age and over</li> <li>4. All those 70 years of age and over and clinically extremely vulnerable individuals</li> <li>5. All those 65 years of age and over</li> <li>6. All individuals aged 16 years to 64 years with underlying health conditions which put them at higher risk of serious disease and mortality.</li> <li>7. All those 60 years of age and over</li> <li>8. All those 55 years of age and over</li> <li>9. All those 50 years of age and over</li> </ol> <p><u>Mass Vaccination Centres</u></p>	

	<p>The Centre for Life and the Nightingale Centre in Sunderland, these will be used to vaccinate social care workers, dentists, physio staff, Health and Social Care staff.</p> <p>South Tyneside are focusing on reaching the most vulnerable i.e. ethnic minority communities, homeless, those with learning disabilities. It is proving challenging, but the vaccination programme is determined to reach them all.</p> <p>AMcK asked are all of those who had appointments at Flagg Court for their vaccine being moved to the Nightingale, Matt responded that the Nightingale is for those listed above.</p> <p>MA asked how the sheltered housing are receiving the vaccine. MB stated they will be completed by the community pharmacy team.</p> <p>TJ asked about informal carers, Matt advised this would be group 6 roll out. TJ also asked about the vaccination of Personal Assistants, Matt gave the name of a contact at South Tyneside Council who could advise on this.</p> <p>HWST Board and staff acknowledged the great success of South Tyneside and the North East with the roll out of vaccine programme.</p> <p>PB thanked Matt for his description of the vaccine rollout and acknowledged that was insufficient time, left in the call, to consider the implications of the White Paper. It was agreed to take this a future meeting.</p>	PB
7	<b>Any Other Business</b> - none was raised.	
8	<p><b><u>Planned Date and Time of the Next Meetings:</u></b></p> <p>24 February 2021 (Public Meeting) 31 March 2021 (Business Meeting)</p>	