



**Business Board Meeting
Wednesday 28 July 2021
Via Zoom**

Present:

Peter Bower (PB)	Chair	Sheila Scott (SSc)	HWST Manager/ minute taker
Margaret Adams (MA)	Director		
Joy Curry (JC)	Director		
Arthur McKean (AM)	Director		

Agenda Item		Actions
1	<p><u>Welcome and apologies for absence</u></p> <p>Apologies were noted from: Ged, Shobha, Marilyn, Tracey and Tara.</p> <p>PB reminded board members that it is very helpful if apologies for absence are provided in advance of the meeting. PB acknowledged that the board was a good and settled team, that worked well together, however, if three absences without apologies or alternatively, no known reason was given for the absence, it would mean, according to the Terms of Reference, that the member would need to be contacted about their wish to continue on the board.</p>	
2	<p><u>Declarations of Interest</u></p> <p>No declarations were received.</p>	
3	<p><u>Minutes of the last meeting</u> The minutes were agreed as a correct record.</p> <p><u>Matters arising from the minutes</u></p> <p><u>HWST Operational Plan</u> - work will start on the next Operational Plan, due Spring 2022. Board members will be contacted who hold a portfolio for their input, although it is expected that all Board members and staff will have the opportunity to participate in the production of the plan, and the plan will therefore belong to the Team.</p>	

4	<p><u>Finance Report</u></p> <p><u>Management Accounts</u> - SSc stated that she had met with Quantum Accountancy to review the headings in the management accounts.</p> <p><u>Income and Expenditure</u> - SSc advised that there had been no additional expenditure, additional income of £1,400 is expected for HWST engagement work around the new Eye Infirmary in Sunderland.</p>	
5	<p><u>Items for Discussion</u></p> <p><u>Draft Structural Review Paper</u> - PB presented the paper, on behalf of Ged. A discussion followed with the Board agreeing to the paper with the following recommendations:</p> <ol style="list-style-type: none"> 1) The CO role to be finalised before any other additional permanent staff are employed. 2) Bring back to the Board (by electronic means if necessary) job description and person specification for the CO role. <p><u>Representation at the Integrated Care System Boards</u> MA said it is essential that HW be on both Boards. PB to forward guidance from Jon Rush which explains in more detail ICS. PB to chase up a presentation by Chris Hopson, entitled Health and Care: The Challenges Ahead. This will be forwarded to HWST Board members. PB asked that approval of the final document be sought via electronic means if necessary - the Board agreed.</p> <p><u>Staff Cost of Living Increase</u> The HWST Manger put before the Board a recommendation that the staff receive a cost-of-living increase of 2%, backdated to April 2021. The Board agreed. SSc to liaise with Quantum, who provide the payroll service, regarding the increase.</p>	<p>PB</p> <p>PB</p> <p>SSc</p>
6	<p><u>Items for Information</u></p> <p><u>Chairs Report</u> - PB advised that he could not attend the CCG Governing Body meeting as it conflicted with the PCPEC meeting he was attending to present HWST Annual Report.</p>	

	<p>JC raised the issue of the changes regarding children's A&E services at South Tyneside Hospital, it will change to South Tyneside Urgent Care for Children and will be a nurse-led service. JC also asked does South Tyneside Hospital provide transport to Sunderland Hospital if needed. A line at the bottom of a leaflet which has/will be distributed to all households in South Tyneside explains if a child needs more specialist care they will be safely transferred to another hospital.</p> <p>AM asked for an update regarding Haven Court, PB advised information was available on the South Tyneside Council website under the CCG Governing Body papers which explains what is happening. SSc to locate the papers and send to AM. At a previous HWST Board meeting which Matt Brown, Executive Director of Operations attended he was asked if HWST could visit Haven Court on a non-Enter and View basis, he agreed.</p> <p><u>Manager's Update</u> - the office move was discussed as detailed in the manager's update paper. The Board agreed to an office move. SSc to explore suitable premises/office space.</p>	<p>SSc</p> <p>SSc</p>
<p>6</p>	<p><u>Any Other Business</u></p> <p>JC asked what are PCNs focussing on? It was decided to invite Ros Whitehead to a future Board meeting for an update, SSc to arrange.</p> <p>SSc advised the Board that the final part of an invoice to MMC regarding the Adult Mental Health report needed to be paid. As the amount was above the Manager's limit, SSc asked for the approval of the Board to pay the invoice, the Board agreed.</p>	<p>SSc</p>
<p>7</p>	<p><u>Date and Time of Next Meetings:</u></p> <p>29 September 2021 (Business Meeting, also a session regarding HWE Quality Framework). This meeting will be held at Hebburn Central in the Kelly Room starting at 10.00 am.</p> <p>27 October 2021 (Public Meeting), venue TBC.</p>	