



**Business Board Meeting
Wednesday 29th September 2021
Hebburn Central**

Present:

Peter Bower (PB)	Chair	Ged Dixon (GD)	Director
Margaret Adams (MA)	Director	Sheila Scott (SS)	HWST Manager
Tracey Grainger (TG)	Director	Tara Johnson (TJ)	HWST Team
Arthur McKean (AM)	Director		

In attendance: Margaret Curtis - Healthwatch England Quality Framework

Agenda Item		Actions
1	<p><u>Welcome and apologies for absence</u></p> <p>Apologies were noted from: Joy, Marilyn and Steve.</p> <p>PB welcomed everyone to meeting and introduced Margaret Curtis who is facilitating the sessions around Healthwatch England’s Quality Framework.</p>	
2	<p><u>Declarations of Interest</u></p> <p>Tracey Grainger - NHS England and Improvement Peter Bower - Lead Governor, Northumbria Trust Margaret Adams - Governor at CNTW</p>	
3	<p><u>Healthwatch England Quality Framework</u></p> <p>The first domain to be covered was Leadership and Decision Making which included:</p> <ul style="list-style-type: none"> • What is your approach to strategy and business planning? • What is your approach to the decision-making process? • How do you demonstrate your independence and your ability to hold health and social care services to account? • How would you describe your governance processes? • How does the Board/Advisory group oversee your effectiveness and management of resources? • How does HWST approach safeguarding, confidentiality and data security? • What is your approach to your equality duty? <p>All Board members and staff present at the meeting took part in the session, with all agreeing it was a very thorough session and looked forward to the next session.</p>	

<p>4</p>	<p><u>Minutes of the last meeting held on 28 July 2021</u></p> <p>Matters arising from the minutes</p> <p>Page 2) Representation at the Integrated Care Boards, details in the chairs report.</p> <p>Page 2) Staff Cost of Living Increase, SS has actioned this with payroll.</p> <p>Page 3) Office move - SS has located 3 possible sites and agreed to send the paper detailing the 3 sites to the board for comments before a decision is made. SS advised that she has also contacted Inspire around funding possibilities to support this and office move.</p>	<p>SS</p>
<p>5</p>	<p><u>Finance Report</u></p> <p><u>Management Accounts</u> GD stated that HWST are in a good financial position and he will have full updated accounts by the next meeting as these were not yet complete.</p> <p><u>Income and Expenditure</u> SS advised that there had been no additional expenditure.</p>	
<p>6</p>	<p><u>Items for Information</u></p> <ul style="list-style-type: none"> • Chairs Report and ICS Update - nothing to add to the attached paper. • Structural Review Group - GD advised there will be an external HR recruitment company to assist in the process regarding the Chief Officer job role. PB advised that he is in the process of producing the job description for the Chief Officer role, he has completed some of the job description but needs to add key responsibilities and draft a person specification. SS had drafted a job description and a person specification for an Engagement Lead/Insight Officer role and for an Admin/Finance role. These will be circulated to the structural review group for comments. • Adult Volunteer Update - TJ advised that she had met with the volunteer subgroup and a letter to current volunteers had been issued with a questionnaire about the volunteer experience and how areas could be improved with a deadline for returns for 6th October 2021. TJ will review the 	<p>SS</p> <p>TJ</p>

	<p>feedback and plan the next steps for future recruitment.</p> <ul style="list-style-type: none"> • Annual General Meeting - SS advised that the planned date for the AGM to take place is 27th October 2021. The board agreed this will be a virtual meeting so we can reach more members of the public. The Board agreed the guest speaker would be Tom Hall Public from Public Health and the topic would be the strategic priorities mentioned in HWST annual report and long covid. SS to arrange. • Recite Me Function - SS gave the numbers of members of the public using the function and the cost of renewing the function on 2nd October 2021. The Board agreed to the removal of the function as it was not proving value for money. <p><u>Shobha's Retirement Presentation</u> All present at the meeting took the opportunity to thank Shobha for her time and commitment to HWST. A photographer took some pictures of her being presented with flowers and an engraved gift.</p>	SS
7	<p><u>Date and Time of Next Meetings:</u></p> <p>27 October 2021 (Annual General Meeting) 24 November 2021 (Business Meeting)</p>	