



**Business Board Meeting  
Wednesday 26<sup>th</sup> May 2021  
Via Zoom**

**Present:**

Peter Bower (PB) Chair	Ged Dixon (GD) Director
Arthur McKean (AM) Director	Steve Burton (SB) Director
Margaret Adams (MA) Director	Joy Curry (JC) Director
Marilyn Stidolph (MS) Director	Sheila Scott (SSc) HWST Manager
Shobha Srivastava (SS)	Tara Johnson (TJ) HWST Team (minute taker)

**In attendance:** Tracey Grainger

Agenda Item		Actions
1	<p><b><u>Welcome and apologies for absence</u></b></p> <p>Welcome and apologies for absence and introduction of Tracey Grainger, board member candidate, to members and staff.</p> <p>Tracey was introduced to Board members and gave a summary of her career and experience and why she was interested in joining the Board.</p> <p><b>The Board agreed to Tracey becoming a co-opted member once all the paperwork had been finalised.</b></p>	
2	<p><b><u>Declarations of Interest</u></b></p> <p>MS advised that her daughter is Director of finance at South Tyneside and Sunderland Trust, the Chair stated this was not a direct conflict of interest.</p>	
3	<p><b><u>Minutes from last meeting</u></b></p> <p>The minutes were agreed as a correct record.</p> <p><b><u>Matters arising from the minutes</u></b></p> <p>There were no matters arising from the minutes.</p>	
4	<p><b><u>Finance Report</u></b></p> <p><b><u>Management Accounts</u></b></p> <p>GD advised that he had a copy of the year-end management accounts, with final figures expected soon.</p> <p>There were underspends on salary costs, rent and sundry expenses. It was noted that we had ended, this extraordinary year, with a comfortable surplus due to the aforementioned underspends.</p>	

	<p>SS queried as to whether South Tyneside Council could ask for the surplus to be returned, GD stated this was unlikely.</p> <p><u>Income and Expenditure</u></p> <p>SSc stated there was also additional income which will be detailed later in the meeting.</p>	
5	<p><u>Items for discussion</u></p> <p><u>Structural Review Up-date and suggested interim action</u></p> <p>GD stated the Structural Review Group was formed when the previous operational manager left HWST. It is now felt there is an imbalance between the executive and non-executive role due to the chair taking on extra responsibilities.</p> <p>GD put forward the proposal that HWST create the role of Chief Officer as well as appoint an engagement officer and administrator on time limited contracts. The deputising function will be incorporated into the administrative officer role. This will enable some of the surplus to be used appropriately.</p> <p>GD has summarised the proposed changes which will go back to the SRG before any changes can be finalised. SSc to arrange this meeting.</p> <p>PB asked the board to agree to the proposal set out above, <b>the Board agreed.</b></p> <p><u>HWST Operational Plan</u></p> <p>PB confirmed the refreshed operational plan had been completed, a copy of which had been circulated with the papers. SScs went through this with the board asking for any feedback. JC questioned the length of the plan and suggested it could be shorter, perhaps a plan on a page.</p> <p>SSc will start looking at the new Operational Plan due in the Spring of 2022, contact will be made with Board members to work on this.</p> <p>PB congratulated the team on extensively refreshing the current plan.</p> <p>PB noted that the sexual health report produced by Young Healthwatch, was cited in the evidence given by Healthwatch England to the Health and Social Select Committee on the White Paper as a good piece of work that had impact on local services.</p> <p>Information on the report can be found on page 15 (2.7) of the evidence given to the select committee by Healthwatch England.</p> <p><u>Implementation of Wider Implications Recommendations (standing item)</u></p> <p>SSc updated the Board on what had been completed already and this will be a standing item at the Board.</p> <p>1) <u>Resignations: staff handbook up-date</u></p> <p>GD referred to the paper circulated with Board papers and the importance of following procedure and good practice in accepting a resignation from a member of staff or a volunteer.</p>	<p>SSc</p> <p>SSc</p>

	<p>As HWST do not employ a HR advisor, GD to be a point of contact for this.</p> <p>The resignation good practice guidelines will be added to the Staff Handbook for future reference.</p> <p>SS raised the importance of an exit interview and asked if two people should conduct the interview. SSc advised that HWST do have an exit interview checklist which is used and then placed in staff personnel files.</p> <p><b>The Board agreed to the Resignation Paper and that it should be inserted in the Staff Handbook</b></p>	SSc
6	<p><u>Items for Information</u></p> <p><u>Chairs Report and the White Paper: Integration and innovation: working together to improve health and social care for all and the development of Integrated Care Systems (ICS)</u></p> <p>PB discussed the significant changes being introduced via the white paper of which the ICS was the central change. The white paper also had implications for the local authority role with respect to health and social care. The changes focused much emphasis on place and neighbourhood and the work of Primary Care Networks. Place will be the current local authority boundary and neighbourhood will equate to a Primary Care Network area which should contact between 30 and 50,000 people.</p> <p>John Rush, Chairman of the Joint Clinical Commissioning Committee, for North Cumbria and the North East (NENC), has agreed to meet the chairs of the NENC network regarding the ICS and their working arrangements with the ICS leadership. It was suggested that Jacob Lant from HWE could be approached to attend a HWST board meeting.</p> <p>SS stated that we should watch the development of ICS and what this means for HWST.</p> <p>MA asked if the question she had asked to be raised at the Health and Wellbeing Board been responded to. PB asked MA to email him so he could follow it up.</p> <p><u>Managers Update</u></p> <p><u>Engagement Projects</u></p> <ul style="list-style-type: none"> <li>i) Care Home Surveys - will close on 28 May 2021, to date there have been 62 responses from relatives and 56 responses from staff. A report will follow. JC asked if all of the care homes had participated, SSc advised they had not even after further emails and telephone calls were made.</li> <li>ii) Adult Mental Health Survey - will close on 4 June 2021, to date there have been 340 responses, SSc was informed that some of the surveys had been completed by “bots” (robots) so could not be used. SSc was pleased to note that the CCG had promoted the survey along with other partner organisations such as HealthNet.</li> </ul>	PB

	<p>iii) Vaccination Programme Survey - the latest report should be finished at the end of this week which will be circulated to relevant partners.</p> <p>iv) “Your Views Count” - TJ had prepared a Draft report which SSc will review then circulate to the Board to sign off.</p> <p>v) Eye Hospital Engagement - this is now complete and views from groups HWST engaged with have been sent to the Trust. The Trust staff will pull together a report and an executive summary which will be forwarded to HWST. HWST will receive £1,400 for taking part in this engagement work.</p> <p>SSc advised the Board that she has regular catch ups with the joint commissioning team at South Tyneside Council to share information.</p> <p>SSc and TJ had met with the organiser from the Trust who leads on the young people’s group on 12 May 2021. We will keep in contact to see if YHW can work with the young people’s group on anything in the future.</p> <p>Recite Me Function - SSc advised this is not currently being used, she will bring this back to board in October for a decision to be made as to whether to keep the function or delete from HWST website.</p> <p>SSc advised HWST will be putting a small advert in the July edition of the Residents Newsletter to promote HWST and our role.</p>	<p>SSc</p> <p>SSc</p> <p>TJ/SSc</p> <p>SSc</p>
<p><b>7</b></p>	<p><b>Any Other Business</b></p> <p>AM asked can HWST help with complaints around Social Care.</p> <p>MS suggested a complaint is made directly to HWST then this can be escalated to social care managers, depending on the complaint. TJ advised that care staff can also contact the Let’s Talk Team direct.</p> <p>GP/Dental Practices - There was a detailed discussion within the board of both personal and professional barriers to GP practice, dentists and difficulties in accessing treatment and appointments, as things start to return to normal this still appears to be a difficulty for many.</p> <p>Key issues raised were: Accessing appointments/treatment over the telephone without seeing patients and digital exclusion - systems, online appointments, difficult to navigate especially if you are elderly/vulnerable</p> <p>It was suggested this may be a larger piece of work for HWST dependent on staff capacity but in the interim some immediate action is also required. PB agreed he would take the information and points raised and contact the Chair of CCG.</p> <p>Sean Fenwick, Director of Operations for South Tyneside and Sunderland Foundation Trust, will be attending a Board meeting to present the Trusts plan for the recovery of elective services.</p> <p>JC asked when are we going back to face to face meetings. SSc advised that Hebburn Central are not hiring out their meeting rooms yet.</p>	<p>PB</p>
<p><b>8</b></p>	<p><b>Date and Time of Next Meeting:</b>  30 June 2021 (Public Meeting)  28 July 2021 (Business Meeting)</p>	

