

**Business Board Meeting**  
**Wednesday 28 September 2022**  
**Hebburn Central**

**Present:**

|                    |                   |
|--------------------|-------------------|
| Arthur McKean (AM) | Interim Chair     |
| Carl Buckley (CB)  | Director          |
| Nafizah Ahmed (NA) | Director          |
| Sheila Scott (SS)  | HWST Lead Officer |

**In Attendance:** Chris Jennings, Director Cian pr

| Agenda Item |  | Actions |
|-------------|--|---------|
| 1           | <p><b><u>Welcome and apologies for absence</u></b></p> <p>AM welcomed everyone to the meeting with apologies received from Tracey Grainger and Barbara Tenny.</p>  |         |
| 2           | <p><b><u>Declarations of Interest</u></b></p> <p>Carl Buckley - Director Urban River</p>   |         |
| 3           | <p><b><u>Minutes of the last meeting</u></b></p> <p>The meeting scheduled for May 25<sup>th</sup> 2022 was cancelled.</p> <p>The minutes from the meeting held 23<sup>rd</sup> February were approved as a correct record.</p> <ul style="list-style-type: none"> <li>• No matters arising from the above minutes</li> </ul> |         |
| 4           | <p><b><u>Finance Report</u></b></p> <ul style="list-style-type: none"> <li>• Management Accounts - SS presented the accounts with no matters arising from the accounts.</li> <li>• Income and Expenditure - income from the LA continues and there are no unusual items of expenditure.</li> </ul>                           |         |
| 5           | <p><b><u>Items for Information</u></b></p> <ul style="list-style-type: none"> <li>• Chair’s Report - AM updated the Board on his recent attendance at the Health and Wellbeing Board where he presented HWST Annual Report which was well</li> </ul>   |         |

|   |  |  |
|---|--|--|
|   | <p>received. The next HWBB Board will take place in October.</p> <ul style="list-style-type: none"> <li>• Manager’s Update - SS advised that the role of Chair for HWST would continue to be advertised, CB asked is there a need for a Chair? SS responded that in HWST articles it is stipulated that a Chair be in place.</li> <li>• GP Survey Update - SS advised that the survey would be conducted between 6<sup>th</sup> September and 3<sup>rd</sup> November, when the survey closes a report will be drafted by MMC for the Board to sign off.</li> </ul> <p>It was discussed that links should be made with GP practice managers to discuss the challenges GP surgeries are facing.</p>   |  |
| 6 | <p><b><u>Items for Discussion</u></b></p> <ul style="list-style-type: none"> <li>• Operational Plan - Board members has been sent a draft Operational Plan which is to be discussed at a session on 3<sup>rd</sup> November 2022 with Margaret Curtis.</li> </ul> <p>A brief discussion took place with Board members flagging the following:</p> <ol style="list-style-type: none"> <li>i) Hard to Reach Groups</li> <li>ii) Regular users of health services</li> <li>iii) Repeat callers to GP surgeries</li> </ol> <p>Also discussed was the work around the “Help to Live at Home” scheme. HWST would like to start a piece of work in partnership with adult social services to see if the scheme is working for the residents.</p> <ul style="list-style-type: none"> <li>• Presentation by Chris Jennings - Chris gave his presentation highlighting:</li> </ul> <p><b>Key activities:</b><br/>Raising awareness of HWST, its work and services via:</p> <ul style="list-style-type: none"> <li>- Generating news articles/posts for website and social media channels</li> <li>- Website content management</li> <li>- Promotion of campaigns and research projects</li> <li>- Media relations</li> <li>- Advertising (eg social media)</li> <li>- Creative design (online and print)</li> <li>- Annual report</li> </ul> |  |

|          |  |  |
|----------|--|--|
|          | <p><b>Priorities for 2022-23:</b><br/> Raising awareness of new Operations Plan:</p> <ul style="list-style-type: none"> <li>- Waiting lists for procedures</li> <li>- Dentistry</li> <li>- GP access - method of access</li> </ul> <p>Raising profile of (new) board members and staff<br/> Engagement activity - new Primary Care events</p> <p>AM thanked Chris for his presentation and also thanked him for his continued support to HWST.</p> |  |
| <b>7</b> | <p><b><u>Any Other Business</u></b></p> <p>No other business raised.</p>   |  |
| <b>8</b> | <p><b><u>Date and Time of Next Meeting</u></b></p> <p>Wednesday 21<sup>st</sup> December 2022, 10am - 12noon.</p>  |  |