



**Business Board Meeting**  
**Wednesday 21 December 2022**  
**Hebburn Central**

**Present:**

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

**In Attendance:** John Lowther

**Apologies:** Tracey Grainger, Board Member

Agenda Item		Actions
1	<p><b><u>Welcome and apologies for absence</u></b></p> <p>AM welcomed all to the meeting with apologies noted from Tracey Grainger (TG).</p> <p>John Lowther was in attendance as an observer as he has an interest in joining the Board of HWST.</p>	
2	<p><b><u>Declarations of Interest</u></b></p> <p>CB - Director Urban River</p>	
3	<p><b><u>Minutes of the 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>No matters arising.</p>	
4	<p><b><u>Finance Report</u></b></p> <p><u>Management Accounts</u> - SS advised of an underspend on office rent and salaries.</p> <p><u>Income and Expenditure</u> - SS advised that there was no unusual expenditure and no additional income received.</p>	

5	<p><b><u>Items for Information</u></b></p> <p>Chair's Report - AM had attended the Health and Wellbeing Board meeting on 23 November where Vicki Pattinson, Director of Adult Services South Tyneside approached AM saying that she wanted to work with HWST regarding adult social care.</p> <p><b><u>Lead Officer's Report</u></b></p> <p><b>GP access - method of access and Waiting times for procedures reports</b></p> <p>The intention was to hold 2 focus groups re the waiting times for procedures, as there was such a poor attendance at the second focus group, the Board would like another focus group arranged as part of the original work. SS to contact MMC.</p> <p>At a previous Board meeting it had been discussed meeting with practice managers as a follow up to the GP report, MMC offered to quote for this work, the Board have decided that this should be carried out by HWST staff/volunteers.</p> <p>When the two reports have been received SS will circulate to the Board for final sign off.</p> <p><b>New Premises</b></p> <p>SS had spoken with the local authority on 13 December and they advised that the unit at Witney Way, Boldon would have the following works undertaken before it becomes available, hopefully by the end of January:</p> <ul style="list-style-type: none"> <li>• New carpets</li> <li>• New kitchen</li> <li>• Painted</li> <li>• New LED lightning</li> </ul> <p><b>South Tyneside Residents Newsletter</b></p> <p>Chris Jennings, communications lead had contacted the local authority and has succeeded in getting HWST a space in the March newsletter.</p> <p><b>Connect Health (MSK provider for South Tyneside)</b></p> <p>SS was contacted by the clinical lead of the service to ask if HWST would be available to facilitate an independent evaluation of their service.</p> <p>The survey will take place at The Glen, Hebburn on 17<sup>th</sup> January, where HWST staff and volunteers will talk to the service users and complete a short survey.</p>	<p>SS</p> <p>SS</p>
---	---	---------------------

	AM has volunteered to attend, if anyone else has the time or would like to attend please contact SS.	
<b>6</b>	<p><b><u>Items for Discussion</u></b></p> <p><b>Schedule of Business Board meetings 2023</b> The Board agreed to hold Board meetings on the last Wednesday of the month, 10.00am until 12 noon. SS to send out dates of future Board meetings.</p> <p><b>Focus Groups where members of the public can attend</b> Discussion took place around hosting focus groups. The initial idea was to hold several throughout the year inviting a provider of a service and members of the public. It was suggested that a “Roadshow” could be held, whereby several providers attended to provide information/advice to members of the public. <b>The Board agreed to this.</b></p>	<b>SS</b>
<b>7</b>	<p><b><u>Any Other Business</u></b></p> <p>CB mentioned the vacancy for a Chair of HWST which is being advertised continuously on HWST website.</p> <p><b>John Lowther then left the meeting.</b></p> <p>Board members discussed John’s interest in joining the Board of HWST and agreed he would be an asset to HWST. Once references have been requested and received he will be accepted onto the Board of HWST. SS to request the references.</p>	<b>SS</b>
<b>8</b>	<p><b><u>Date and Time of Next Meeting</u></b></p> <p>Wednesday, 31<sup>st</sup> May 2023 (venue tbc).</p>	