



**Business Board Meeting
Wednesday 22nd February 2023
Hebburn Central**

Present:

Arthur McKean (AM)	Interim Chair	Carl Buckley (CB)	Director
Tracey Grainger (TG)	Director	Sheila Scott (SS)	HWST Lead Officer

In attendance: Margaret Curtis

Agenda Item		Actions
1	<p><u>Welcome and apologies for absence</u></p> <p>AM welcomed all to the meeting with apologies noted from Nafizah Ahmed and Barbara Tennet.</p>	
2	<p><u>Operational Plan 2023 to 2024</u></p> <p>Margaret Curtis facilitated the final version of HWST Operational Plan.</p> <p>Board members discussed the draft OP confirming they were happy with the content. It was decided to add quotes from HWST Lead Officer, Sheila Scott and HWST Interim Chair, Arthur McKean.</p> <p>After the quotes have been added the OP will be published on HWST website and shared with partners.</p> <p>AM thanked Margaret Curtis for facilitating the OP, Margaret then left the meeting.</p>	<p>SS AM</p>
3	<p><u>Declarations of Interest</u></p> <p>CB - Director Urban River TG - NHS England</p>	
4	<p><u>Minutes of the last meeting held on 21 December 2022</u></p> <p>The minutes were agreed as a correct record of the meeting.</p> <p><u>Matters Arising from the minutes</u> Pg 2, SS contacted MMC and requested another focus group be held, which took place on 18 January 2022.</p>	

	<p>Pg 2, SS circulated the final reports to Board members.</p> <p>Pg 3, SS forwarded Board meeting dates to members.</p> <p>Pg 3, SS requested references re John Lowther joining the Board of HWST.</p>	
5	<p><u>Finance Report</u></p> <p><u>Management Accounts</u> No matters arising from the accounts.</p> <p><u>Income and Expenditure</u> SS advised that HWST had received £4,500 income from the ICS to deliver our operating protocol along with other HW from the NENC network.</p>	
6	<p><u>Items for Information</u></p> <p>Chairs report - AM advised that he had attended a meeting at CREST with Nafizah and discussed future focus groups with HWST. He had also attended the HWBB at South Shields Town Hall.</p> <p>AM updated the Board on the engagement with service users at The Glen. HWST were approached to gather feedback on the MSK service. A second session took place at Cleadon Park, HWST produced report on the feedback, the MSK service thanked HWST for their involvement and the final report.</p> <p>Managers update - SS gave an update on the new premises which was also covered in the attached update.</p>	
7	<p><u>Items for Discussion</u></p> <p>The Board agreed to the appointment of John Lowther to HWST Board of Trustees. SS had requested references and received them back, both recommending John as a Board member.</p> <p>SS updated the Board on the job vacancies advertised, two applications had been received so far. SS asked members who would be interested in being part of the interview process, TG volunteered to interview with SS.</p>	<p>SS TG</p>

	Discussion took place around HR support from a third party. It was decided that at this present time no HR support was needed.	
8	<u>Date and Time of Next Meeting</u> Wednesday, 19 th July (AGM) Wednesday, 27 th September (Business Board)	