

**Business Board Meeting  
Wednesday 31<sup>st</sup> May 2023  
Hebburn Central**

**Present:**

|                    |                                 |                      |          |
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| John Lowther (JL)  | Chair                           | Barbara Tennet (BT)  | Director |
| Arthur Mckean (AM) | Director                        | Carl Buckley (CB)    | Director |
| Nafizah Ahmed (NA) | Director                        | Tracey Grainger (TG) | Director |
| Sheila Scott (SS)  | Operations Manager              |                      |          |
| Jude Deeks (JD)    | Engagement/Insight Officer HWST |                      |          |

| Agenda Item |  | Actions   |
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| 1           | <p><b><u>Welcome and apologies for absence</u></b></p> <p>JL welcomed all to the meeting.</p>  |           |
| 2           | <p><b><u>Declarations of Interest</u></b></p> <p>CB - Director Urban River<br/>TG - NHS England</p>  |           |
| 3           | <p><b><u>Minutes of the last meeting held on 22 February 2023</u></b></p> <ul style="list-style-type: none"> <li>• The minutes were agreed as a correct record of the meeting.</li> <li>• No matters were raised.</li> </ul>   |           |
| 4           | <p><b><u>Finance Report</u></b></p> <p><u>Management Accounts</u><br/>SS - No matters arising from the accounts. Up to date management accounts will be circulated to the board at a later date.</p> <p><u>Income and Expenditure</u></p> <ul style="list-style-type: none"> <li>• SS advised that there had been no additional income.</li> <li>• SS advised that there had been no additional items of expenditure.</li> <li>• AM to sign off annual accounts for period in which he was interim Chair.</li> </ul> | <b>AM</b> |

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| 5 | <p><b><u>Items for Information</u></b></p> <p><u>Operations Managers Update</u></p> <p><u>New premises:</u></p> <ul style="list-style-type: none"> <li>• SS updated around delays to moving date due to ongoing refurbishment/maintenance of the property. Hope to move mid-June.</li> <li>• Landlord refurbishing at no cost to HWST.</li> <li>• IT and Broadband to be installed/set up in coming weeks.</li> <li>• SS to update as appropriate</li> </ul> <p><u>Dentistry:</u></p> <ul style="list-style-type: none"> <li>• Work in this area is to start soon. SS &amp; JD to meet with Public Health (and possibly Oral health promotion) 8/6/23 to see if HWST can work in partnership, hold a focus group and meet with practice managers.</li> </ul> <p><u>Engagement work with South Tyneside General Hospital (STGH):</u></p> <ul style="list-style-type: none"> <li>• Questionnaires re hospital engagement sent to HWST for comments returned to Susan Clark (STGH) with suggestions.</li> <li>• SS &amp; JD meeting with Susan soon to agree on patient engagement for STGH.</li> <li>• Possible further engagement to take place in the Xray department.</li> </ul> <p><u>Primary Care:</u></p> <ul style="list-style-type: none"> <li>• JD currently attending ST Georges and Riverside GP practice Patient drop ins (X4). Surgery seeking patient views on current provision and feedback on services for consideration when contract is re commissioned.</li> </ul> <p><u>GP Access report:</u></p> <ul style="list-style-type: none"> <li>• SS reported that a response from the clinical leads has been received and will be added to report on HWST website. HWST soon to be working with Practice Managers within the PCNS in relation to this piece of work.</li> </ul> <p>HWST are exploring future HWST attendance / engagement work at Cleadon Park PCC and Palmers Hospital. This would be to provide volunteers with regular volunteering work.</p> <p>CB raised possible consideration for future work around pharmacies and their role in care provision across the</p> | <p>SS</p> <p>SS/JD</p> <p>SS</p> |
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|   | <p>borough. To consider speaking with pharmacies to gain insight into this.</p> <p>JL was appointed as Chair of HWST via electronic means on 1<sup>st</sup> May 2023. <b>The Board would like to ratify the decision at this meeting.</b></p>  |                               |
| 6 | <p><b><u>Items for Discussion</u></b></p> <p><u>Vice-Chair and HR portfolio holder of HWST:</u></p> <ul style="list-style-type: none"> <li>• SS suggested consideration of new roles within the board of HWST. A Vice-Chair and a HR portfolio holder.</li> <li>• AM agreed to take on role of Vice-Chair to support JL in his role as Chair. <b>The Board agreed.</b></li> <li>• SS invited TG to consider role of HR portfolio holder, responsible for supervision and other HR matters relating to the Operations Manager. JL suggested that to ensure the role was not onerous that he would share this responsibility when appropriate; with TG remaining as lead in this area, TG agreed to this. <b>The Board agreed.</b></li> </ul> <p><u>Job vacancies:</u></p> <ul style="list-style-type: none"> <li>• SS - one application had been received. SS to reformat the JD to include some engagement in the role and readvertise.</li> </ul> <p><u>Annual General Meeting Wednesday 19<sup>th</sup> July:</u></p> <ul style="list-style-type: none"> <li>• AGM - SS and Chris Jennings, Cian pr are drafting the annual report.</li> <li>• SS suggested possible speakers for the AGM. Jennifer Owen (Chair of Dental Association) and Liz Davies (Director of communications for trust). NA suggested Tom Hall (Director of Public Health South Tyneside). TG suggested a contact she has in out of hours services who also has involvement with optometry and dentistry - TG to forward contact details to SS. Another suggestion was Dr Matthew Walmsley who was recently appointed as Associate Medical Director for Primary Care. SS to contact Dr Walmsley.</li> </ul> | <p>SS</p> <p>TG</p> <p>SS</p> |

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| 7 | <p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• AM welcomed JD, HWST new Engagement and Insight Officer.</li> <li>• SS Presented AM with a gift and thanked him for his hard work and for standing in as interim chair.</li> <li>• SS voiced her appreciation to the board for their recent support.</li> <li>• SS to facilitate introduction between JL and Gary Jones (Interim Head of Commissioning services).</li> <li>• Discussion around how the board can best support the role of Chair, how does the Chair get the best from the board i.e. capitalise on existing skills within the team. TG suggested development opportunities for board. JL voiced how he felt the board already work as an adaptable, proactive and supportive team.</li> <li>• SS working with Margaret Curtis around updating policies including DBS for Board members.</li> </ul> | SS |
| 8 | <p><b><u>Date and Time of Next Meeting</u></b><br/> Wednesday, 19<sup>th</sup> July (AGM)<br/> Wednesday, 27<sup>th</sup> September (Business Board)</p>   |    |