

**Business Board Meeting**  
**Wednesday 27<sup>th</sup> September 2023**  
**Unit 7, Witney Way, Boldon Business Park**

**Present:**

John Lowther (JL)	Chair	Nafizah Ahmed (NA)	Director
Arthur Mckean (AM)	Director	Carl Buckley (CB)	Director
Sheila Scott (SS)	Operations Manager		
Jude Deeks (JD)	Engagement/Insight Officer		

Agenda Item		Actions
1	<p><b><u>Welcome and apologies for absence</u></b></p> <p>JL welcomed all to the meeting, apologies were received from Tracey Grainger and Barbara Tennaet.</p>	
2	<p><b><u>Declarations of Interest</u></b></p> <p>CB - Director Urban River            TG - NHS England</p> <p>As both of the above are on HWST Register of Interest, there is no need to declare at every Board meeting.</p>	
3	<p><b><u>Minutes of the last meeting held on 31 May 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>            SS met with Quantum accountants to set the budget which would allow the management accounts to be brought up to date.</p> <p><u>Income and Expenditure</u>            The has been no additional income and no additional items of expenditure.</p>	SS

	<p><u>TSB - HWST Bank</u> The Board agreed to remove previous signatories from the TSB account and replace with all board members to match companies house information. TG not to be included as is a co-opted board member. SS to action and JL to countersign the Board Resolution.</p> <p><u>Additional Bank Account</u> Discussion around the opening of an additional bank account for contingencies which may also accrue good rates of interest. Board agreed to this and consulting accounts and exploring different banks.</p>	<p>SS/JL</p> <p>SS</p>
<p>5</p>	<p><b><u>Items for Information</u></b></p> <p><u>Operations Managers Update</u> Work ongoing with leaks to the roof, hope to be resolved in next few weeks.</p> <p>Office furniture has been purchased, other items to be sourced and purchased to enable comfortable working over the coming weeks.</p> <p>The board agreed to the purchase of a large screen for the meeting room.</p> <p><u>Engagement and Insight Update</u> Engagement at South Tyneside Hospital, work has taken place (in parallel with HW Sunderland) with wards 2 and 19 round TOPIC (The Older People’s Improvement Collaborative), priorities exploring experiences of patients, carers/family members and staff in relation to basic activities e.g. dressing, nutrition and hydration. Report to be circulated when complete.</p> <p>Upcoming work around yellow boxes with South Tyneside Hospital, wards 2 and 19.</p> <p>Podiatry - HW staff and volunteers attended NHS podiatry clinics to gain insight into thoughts of those received NHS podiatry care around proposed changes to podiatry services. Report to be circulated when complete.</p> <p><u>Place Inspections</u> AM to be involved in place inspection work assessing wards in South Tyneside Hospital and also looking to engage with CNTW around their Place work.</p>	<p>SS</p> <p>SS</p>

6	<p><b><u>Items for Discussion</u></b></p> <p><b><u>Policy Review</u></b> Margaret Curtis has commenced work on updated the staff policies for HWST, staff handbook has been updated in line with ACAS guidance. TG to sign off policies within her role as HR Portfolio Holder.</p> <p>Board policies including Code of Conduct and Decision Making Policy are currently being updated, the Board will be asked to agree the policies once complete.</p> <p><b><u>Volunteer Recruitment</u></b> The Board agreed that the proposal regarding volunteer recruitment, drafted by Chris Jennings, Cian pr, was too large for HWST requirements but appreciated the work which had been put into the proposal. A lengthy discussion took place around possible methods to recruit prospective volunteers with the Board agreeing to consider the production of short videos to bring what HWST do to life.</p>	<p>TG</p> <p>All</p>
7	<p><b><u>Any Other Business</u></b></p> <p>The Poverty Summit was attended by BT, information relating to this event was circulated via email by JL.</p> <p>SS agreed re the importance of acknowledging the cost of living within work plans going forward.</p> <p>Organising care event, JL reported back around this and the difficulties of organising care particularly in relation to statutory funding and the age of the person requiring care.</p>	
8	<p><b><u>Date and Time of Next Meeting</u></b></p> <p>Wednesday, 20 December 2023</p>	