



Business Board Meeting
Monday 17th February 2025, 13.30-15.30
Unit 7, Witney Way, Boldon Business Park

Present:

John Lowther (JL)	Chair	Nafizah Ahmed (NA)	Director
Arthur Mckean (AM)	Vice Chair	Carl Buckley (CB)	Director
Angela Fahey (AF)	Director	Barbara Tennet	Director
Sheila Scott (SS) Operations Manager			
Bev Cook (BC) Business Support/Engagement Officer (minute taker)			

Agenda Item		Actions
1	<u>Welcome and apologies for absence</u> JL welcomed all to the meeting, with apologies received from Tracey Grainger.	
2	<u>Declarations of Interest</u> No new declarations of interest declared.	
3	<u>Minutes of the last meeting held on 18th December 2024</u> <ul style="list-style-type: none">The minutes were agreed as a correct record of the meeting. Matters arising from the minutes. <ul style="list-style-type: none">Page 5 - Young Healthwatch - It was agreed to delay the development of this group until the recruitment of a new member of staff and when capacity allows.	

4	<p><u>Finance Report</u></p> <p><u>Management Accounts</u></p> <p>SS circulated the updated management accounts prior to the meeting via email.</p> <p><u>Income and Expenditure</u></p> <p>The accounts made available prior to the meeting were discussed and noted.</p> <p>Additional funding had been received through combined work carried out through the NENC HW Network and Healthwatch England.</p> <p>There has been an overspend in volunteering expenses following the Healthwatch Conference in London last year which JL and NA attended. This was seen as money well spent.</p> <p>There has been an underspend on rent due to the office being closed during the refurbishment of the roof.</p>	
5	<p><u>Items for Information</u></p> <p><u>Chairs Update</u></p> <p>JL reflected on work carried out since December.</p> <p>Events which have taken place - NHS 10 Year Health Plan workshop with NAAFI Break, HWST NHS 10 Year Plan input which received praise from STC. Input with de-commissioning healthcare Pathways, Safeguarding Adults Board, Health and Wellbeing Board, Patient Experience Group meeting, NENC HW Network Chairs and Lead Officers Meeting.</p> <p>JL sent out North Medical Legal Society flyer - Impact of fatigue on NHS workers and the impact on patient safety. Members shared their experiences and stories.</p> <p>JL has requested speakers notes and will circulate once received.</p> <p><u>Operations Managers Update</u></p> <p>SS confirmed that she will re advertise the Engagement and Insight Officer post at the end of February. The job description and advert have both been revised. The closing date for applications is Monday 7th April.</p> <p>An update on progress to the Help to Live at Home project was given. SS confirmed that over 150 telephone calls had now been made to residents receiving the care. Emma Kennington, Service Manager for Regulated and Support</p>	<p>JL</p> <p>SS</p>

	<p>Services at South Tyneside Council has been contacted and confirmed that she will give a response to be included with the report which will be published by end March 2025. It was noted that disappointingly, only 11 care worker survey responses had been received despite Emma Kennington contacting Managers and HWST sending weekly emails.</p> <p>Helen Tranter and her colleague from South Tyneside Council visited HWST to gain an understanding of how the HW Enter and View function works. HWST were asked to could carry out Enter and View on the eight specialist homes in the borough. These provisions support adults with both physical and learning disabilities and mental health difficulties. There are no major concerns, but the council would welcome some independent feedback about the resident's quality of life. Helen has been made aware that this work cannot be planned until the end of March 2025 when capacity allows. This was agreed. HWST has received contact details for the managers of the specialist homes. Board Members may be called upon to assist.</p> <p>JL and AF confirmed their attendance at the upcoming HWST Public Event being held on 18th February at Hebburn Central. There are currently 39 attendees registered.</p> <p>AF confirmed that she would be attending the Safeguarding Adults Board Development Day on 17th March. She would also be the HWST representative at future Adult Safeguarding meetings.</p> <p>NENC Healthwatch event on 31st March at the Royal Station Hotel in Newcastle. SS confirmed that Cllr Berkley, Jamie Brown from STC Commissioning, John Lowther HWST Chair and Nafizah Ahmed HWST Trustee, together with staff would be taking up six of the seven places allocated. The agenda will follow.</p>	SS
6	<p><u>Items for discussion</u></p> <ul style="list-style-type: none"> Health Pathways - SS attended the meeting which included twelve GP's. HWST Board had raised their concerns of the proposed change as did local GP's. The Chair, Dr Neil O'Brien confirmed that the change will be happening. He gave apologies as the report was not communicated properly. This will be re-drafted and re sent by the end of March. <p>TeamNet was discussed but will not be replacing Health Pathways due to the cost.</p> <p>After the meeting SS contacted Dr Neil O'Brien who agreed to attend the May HWST Board meeting to give</p>	SS

	<p>an update. SS to keep the Board updated on developments.</p> <ul style="list-style-type: none"> • Soft Test Market Exercise - At a recent meeting with STC Commissioning Officers SS was advised that the council are reassessing procurement procedures. Regular meetings may be arranged as part of the revised procedures. Board Members agreed that they would be happy to attend any future meetings. • HWST Annual General Meeting - Arranged for 7th July 2025. The venue is to be confirmed. One suggestion is Living Waters Church in South Shields. Louise Lydon from the Local Pharmacies Committee was asked to be a guest speaker as there are lots of changes coming to pharmacy service. The Board agreed, and CB asked if a local GP could be invited to get a balanced view with Dr Matthew Walmsley being suggested. • HWST “Our Values” - HWE recently shared the organisational values for discussion. The Values currently adopted by HWST were discussed and are very similar to those being proposed. It was agreed to wait for further information from HWE. 	SS
8	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • JL discussed ways to enhance Board improvement. Financial governance was discussed as an area to develop. It is seen as positive for the Board to understand the process and the system which takes place. CB asked would it be helpful to receive a 6 monthly report from the accountant as well as the year end accounts. As the management accounts are received monthly SS suggested that the accountants be invited to the September Board Meeting. CB offered to support SS if needed. • Meeting Value - All agreed that HWST is moving forward in the right direction by looking to the future and planning ahead. There was a very honest discussion about finance and how coming from a position of strength is securing the longevity of HWST. • South Tyneside Pledge - BT shared information about the Pledge and asked the Board whether HWST would consider joining. She is currently revising the membership form and will forward to SS once finalised. • South Tyneside Data Observatory - BT to forward training details. 	<p>SS</p> <p>SS/BT</p> <p>BT</p>
9	<p><u>Date and Time of Next Meeting</u></p> <p>Monday 19th May 2025, 13.30-15.30</p>	