Healthwatch North Tyneside – Minutes of Board Meeting

Date: 29th April 2024
Venue: Bede Room, Linskill Centre, Linskill Terrace, North Shields, NE30 2AY

Present: Carol Nevison (CN) (Chair), Paula McCormack (PM), Peter Berrie (PB), Paul Greenway (PG), David Slater (DS)

In attendance: Paul Jones (PJ), Matthew Hunter (MH), Ali Jane (AJ)

Apologies: Jackie Doughty (JD), Jo Brown (JB), Bea Groves (BG)

	Agenda Item	Discussion	Action Required
1.	Welcome, introductions and apologies	CN welcomed all in attendance to the meeting, and a round of introductions took place. JD, JB and BG sent apologies for this meeting.	
2.	Declarations of interest	PB advised that he has now been appointed Chair at Whitley Bay Young People's Centre DS reminded the meeting that his conflict of interest from the last meeting still stands, as he is running as a Labour party candidate in the local elections on Thursday May 2nd. DS is also going to become a trustee of Pancreatic Cancer UK within the next few weeks. PM advised that Wallsend Children's Community are working with a corporate organisation on a project focused on the oral health of children in Wallsend. PM wished to make the board aware in case this caused a conflict of interest with Healthwatch dentistry work. PJ provided PM with a contact in the Public Health team to assist with this project. For each item, the Board considered any equalities, financial and sustainability issues	

		arising and considered these as part of their decision-making.	
3.	Minutes From the Previous Meeting	The minutes from the previous meeting were agreed as a true record. **<u>Outstanding Actions</u>** PJ is still waiting to hear the thoughts of BG prior to setting up a trustee WhatsApp group. This action will be carried forward. Following Louise Jones departure from the Board (see agenda item 4), PM volunteered to take up the board Health & Safety link role. In regards to another trustee taking on the board Safeguarding link role, CN advised that this decision will be made at the next meeting, when it is hoped all trustees will be able to attend. CN did not wish to make a decision on this role without trustees JD, JB and BG being present.	 PJ to seek thoughts of BG regarding a trustee WhatsApp group, and if there is agreement, set up this group.
4.	Chair Updates	CN advised that Louise Jones has made the decision to step back from her role on the board, and is no longer a trustee of Healthwatch North Tyneside. PJ advised that Louise will continue to support Healthwatch through her day job at Support and Grow North East. CN has provided the findings from her 1 to 1 meetings with staff to PJ and PG. A key theme emerging was that staff wished to feel more connected as a team, such as through team building activities. PJ has asked Helen Bedford to consider some potential team building ideas. CN is planning to have 1 to 1 meetings with all trustees beginning this Autumn and continuing into the new year. CN felt this timescale was appropriate as all resources should be focused on the contract tendering process at the current time.	

		PB asks CN if she feels she would benefit from having a 1 to 1 meeting also. CN will consider this question. PM suggests that another Chair could be found through VONNE or the North East & North Cumbria Healthwatch network to meet with CN. PJ felt this was a strong idea and suggested that contacting Healthwatch Newcastle and Gateshead to arrange for their Chair person to meet with CN could be possible. CN explained that at the most recent meeting of the Health & Wellbeing Board, attended by PJ and CN, PJ provided an update from the annual survey. CN praised PJ for raising key issues, which sparked commentary and discussion.	CN and PJ to arrange for Health and Wellbeing Board papers from the January and March meetings to be shared with all trustees.
5.	Directors Update	5.1 PJ notes that the new ICB structure began on April 1st, with significant changes to staffing, including the departure of some long standing members of staff, and the transition of staff who previously covered Northumberland to also oversee North Tyneside. PJ adds that the ICB will review their decision making processes in the near future. CN feels the board should await the outcome of these changes and not take any action in the mean time. 5.3 PJ confirmed to the board that all money for the network had now arrived in the Healthwatch North Tyneside bank account. The next steps are to plan how some of this money will be transferred into the savings accounts. PJ stated that the NENC Healthwatch Network operating protocol will soon be recirculated following feedback received from Boards and members of the Network Operating Group. PJ feels there is no significant changes so it should be possible to agree this revised version	

		through email correspondence. Once this revised protocol is agreed, the process of making payments can begin.	
6.	Workplan updates 6.1 Highlights & full report 6.2 Risks update	Board People Group met last week, who will be assisting with reviewing all of the Staff and people policies. PJ is also meeting with an external HR support contact who may be able to assist with this process. PJ notes that policies must be reviewed and any changes in the law considered, although PJ adds that policies in the past have gone above and beyond the minimum requirements set out in law. PM offers an alternative HR support contact for PJ to investigate if the meeting is not productive. PJ notes that the website update has been paused at the moment, due to limited comms resource, however plans for the future website can be included within the tender bid. The Board discussed progress with individual projects. The Board are happy to note this progress towards the workplan. **Risks** PJ highlights that the main risk remains staffing capacity, although AJ joining the team does assist with this. PJ is unsure if there is the current staff capacity to recruit volunteers through universities, as suggested at a previous board meeting. PJ feels that risk 11, regarding IT, can now be removed as the new IT provider is in place.	
7.	Budget and finance update - CLOSED	The board agreed the proposals made in the paper including rolling forward budget and workplan commitments and staff hours variations over the next 6 months.	

8.	Next Meeting Date and Planning Future Meetings	Monday 10th June, 6:30pm – 8:30pm, Media Suite, Wallsend Customer First Centre, 16 The Forum, Wallsend, NE28 8JR	
9.	AOB		