healthwatch North Tyneside

Healthwatch North Tyneside - Minutes of Board Meeting

Date and time: Monday 1 December 2025, 18:00 – 20:00

Venue: Cullercoats Methodist Church, The Broadway, North Shields

Present: Chair - David Slater (DS), Jackie Doughty (JD) arrived 18:20, Paula McCormack (PM), Paul McKelvie (PMcK), Paul Greenway (PG), Lindsay Yarde (LY)

In attendance: Paul Jones (PJ), Katy Parkinson (KP)

Apologies: Carol Nevison (CN), Bea Groves-McDaniel (BGM), Peter Berrie (PB), Maxine Ulrich Houston (MH)

Agenda item 1. Welcome, introductions and apologies

DS chaired the meeting and welcomed all in attendance at the meeting and announced that we would be using Plaud AI for note taking during the meeting.

Carol Nevison (CN), Bea Groves-McDaniel (BGM), Peter Berrie (PB) and Maxine Ulrich Houston (MH) sent apologies.

For each item, the Board considered any equalities, Health and Safety and safeguarding issues arising and considered these as part of their decision-making.

Agenda item 2. Declarations of Interest

No additional declarations of interest.

Agenda item 3. Minutes from the previous meeting

The minutes from the previous meetings were reviewed and approved as an accurate record.

Agenda Item 4: Chair and Director updates – presented by PJ

PJ updated the board on the upcoming Network meetings in December and January, to review the Operational Protocol.

The Board discussed Northumbria Healthcare NHS Foundation and **Advanced Foundation Trusts** (referencing the Board papers). PJ plans to meet with Northumberland Healthwatch regarding this as Northumbria Healthcare NHS Foundation Trust has been selected for initial assessment under the program. The Board agreed that we need to review how we work with Trusts as the NHS 10-year plan changes begin to be implemented.

Action 4.1: PJ to meet with HW Northumberland and provide further updates.

Action 4.2: DS offered to read the various strategies highlighted in the aper and report back to the board in due course.

The Board discussed **meeting dates for 2026** and agreed the dates below. Subgroup meetings will be arranged around these dates as needed.

- 19 January
- 9 March
- 20 April
- 1 June
- 13 July

Action 4.3: KP to confirm the changes to the 2026 meeting dates with the Board and upload the dates on the website and arrange venues.

Staff pay date for December was agreed by the Board (19th December).

Agenda item 5: Escalations and Considerations

No new escalations or issues were reported regarding safeguarding, GDPR, or equalities. Health and Safety update – There was a fire drill on the 18 November and a fire alarm on the 1 December. The Staff team evacuated successfully and followed the fire safety procedure.

Agenda item 6: Business Development update and Mid-Year budget review

PJ confirmed that the Staff team are happy with the proposed reducing our office space/desks. The option of having a hot desk has been discussed with VODA for a small fee and will be confirmed in January.

PJ referred to the board papers highlighting the changes to our website host, engagement budget and other minor changes that will affect the budget for 2025/2026. The Board agreed the proposed budget after detailed discussion.

Agenda item 7: People Group Update

The group met on 20 November. Discussed reviewing our volunteering offer and completing a whole team staff survey (in January).

Remunerations policy – The Board has agreed, no further updates required.

Equalities Diversity and Inclusion policy – The Board has agreed, no further updates required.

Agenda item 8: Information and Governance Group Update
Data protection Policy & two privacy statements – The Board has agreed, no further updates required.

Action 8.1: PM to confirm whether she has read the policies and would like to offer feedback.

Agenda item 9: Workplan updates
The following updates were discussed, referring to the Board papers:

1. Carers activity update
2. Update on Dentistry
3. Website changes
4. Cancer grants update
5. Age Friendly update
6. Pharmacy update
7. Mental Health Update

Age friendly – Paul updated the Board on his meeting with Age UK, and how we plan to take forward the agenda for age friendly status. A plan for the next 18months / proposal is in progress and will be put forward in a meeting with lead people in the Council

Action 9.1: PJ to circulate this proposal to the board when finalised.

Agenda item 10: Any other business
No other business was discussed.

The formal business meeting closed, and an informal discussion continued in private.