Board Meeting

Monday 25 November, 2:45pm – 5:00pm

Media Suite, Spirit of North Tyneside Community Hub, 2nd Floor, Wallsend Community Hub and Library, 16 The Forum, Wallsend, NE28 8JR

Meeting Notes - held in public

Part 1 – Standing Items (10 mins)		
1.	Welcome and apologies	
Trustees present: Carol Nevison (CN) (Chair), Peter Berrie (PB), Jackie Doughty (JD), Paula McCormack (PM), David Slater (DS), Paul Greenway (PG), Bea Goves-McDaniel (BGM) **Staff Present:** Paul Jones (PJ)		
2.	Declaration of interest	
No additional declarations noted.		
3.	Minutes from the previous meeting	
The minutes from the previous meeting were agreed and actions are either completed or discussed later in the agenda.		
4.	Chair update	
DS will attend the 5 December Health and Wellbeing Board on behalf of Healthwatch.		
5.	Director's update	
Covered in papers.		
6.	Updates Regarding:	

	• GDPR • Safeguarding • Health and Safety	
Agreed a future meeting will discuss the Role of Healthwatch on North Tyneside's Safeguarding Adults Board. **ACTION – PJ to plan.**		
Part 2 – Key issues and Decisions (90 mins)		
7.	Trustee appointments, roles, training and development (closed)	Enclosed
Trustees discussed the ideal number of Trustees and noted the requirements as set out in our constitution. The Board received an update of the recent recruitment process. 5 potential trustees have been interviewed. Trustees agreed 4 people will be invited to join our board noting that our process means they get to know more about Healthwatch, observe a future Board meeting and undertake the Charity Commission and other checks requited in our Trustee Handbook before joining the board is confirmed**.** PG, PB,BGM and DS offered to act as buddies for new trustees. **ACTION 1 – PJ To contact potential trustees and provide Feedback.** It was agreed to review the Trustee handbook by correspondence and discussed the Project sponsor role proposal – this will be reshaped to include the role of critical friend to the project. **ACTION 2 – PJ to update handbook and role description and circulate for approval.** It was also agreed that lead roles will be reviewed once new Trustees are in place.		
8.	Contract implementation planning	
The Board received an update to the implementation plan of the new contract and discussed the next steps. The timeline for engagement activity in developing our new strategic plans for 2025-2030 and Key work priorities for 2025/26 were agreed.		

The Board also agreed to test out the proposed monitoring report and information at the January 2026 meeting and provide feedback. PM and BGM agreed to review approach prior to sharing with the Board. The Board also discussed ideas about how we can be even more open and transparent with residents – including the use of public votes, case studies and stories and further promotion of our public meetings around the borough.		
9.	Comms offer	
The Board agreed the budget proposal contained in the papers and the management team will operationalise the plan with a review in April 2025.		
10.	Accountancy Support	
The Board agreed to appoint Read Milburn as our accountants to provide and Independent Examination for this financial year. **ACTION 3 - PJ will discuss a 3 year arrangement with Read Milburn.**		
11.	NHS Plan and Healthwatch England	
Th Board discussed the NHS 10 year plan and agreed it is an important opportunity for residents to have their say. The Board agreed that Healthwatch North Tyneside should work with others to promote this opportunity and look to arrange engagement activity in the new year if capacity permits. The Board also agreed that Healthwatch North Tyneside should submit a separate response to the organisation consultation by 2 Dec should capacity permit – noting that we had already contributed to the Health & Wellbeing Board's response. The Board also discussed the Dash Review and Healthwatch England's plans. It was agreed to Return to this at a later date. ACTION 4- PJ to arrange next steps to NHS plan. **Action 5 CN to plan time for discussion of Dash Review and HWE when further information known.**		
Part 3 – Other issues (35 mins)		

12.	Workplan Update	
The report was noted and the Board thanked everyone involved for their hard work.		
13.	Budget Position Update	
The report was noted.		
14.	ASC Strategy	
The report and request for comments was noted.		
15.	Festive Arrangements	
The report was noted.		
16.	AOB	
Date of next meeting: 20 Jan 2025 6-8pm – venue to be confirmed.		