

24th April 2014
 Venue: Clarendon Building, Teesside University
 Time: 4.00 - 6.00 pm

BOARD MEETING NOTES

Board Members attending: Paul Crawshaw (Chair), Michael Wright (Vice Chair), Shirley Pew, Wendy Collins, Herbert Dirahu, Jamie Clarke

Healthwatch Staff in attendance: Natasha Judge, Joanne Shaw-Dunn, Toni McHale, Linda Sergeant

Guests in attendance: n/a

		Action
1.	<p>Welcome & Introductions Natasha Judge introduced herself to the Board as the new Healthwatch Tees Manager. Toni McHale, Healthwatch Tees Participation Co-ordinator also introduced herself as she will be providing support to the Board in the future.</p>	
2.	<p>Apologies for Absence None received.</p>	
3.	<p>Minutes of meeting held 27/02/14 The notes of the meeting held on 27th February were agreed as a true and accurate record.</p> <p>3.1 Matters Arising Item 2 (9) Personal Health Budgets update - SP informed the Board that she had requested an update on this and would forward any responses to TMc.</p> <p>Item 3 - Declaration of Interest - Board received a draft Annual Declaration of Interests Form prior to the meeting that would cover them for future business. Board members agreed the form and that they would complete and return to TMc.</p>	<p>SP</p> <p>Board</p>
4.	<p>Actions from Previous Meeting</p> <p>Action 10 - CCG In response to CCG suggestion to have quarterly update meetings JC volunteered to attend on behalf of the Board and provide feedback. These would be joint meetings with Redcar & Cleveland Healthwatch.</p>	JC
5.	<p>Planning Healthwatch Middlesbrough Network Event Discussion held on Healthwatch Middlesbrough Network Celebration Event</p> <ul style="list-style-type: none"> • June proposed as a suitable time to hold event. • Event recognised an opportunity to feedback to membership what HW has been doing and also to recruit new members. • Launch Task & Finish Groups • TMc to draft structure of the day and circulate to Board. 	

	<ul style="list-style-type: none"> Consider venues for the event. Suggestions included St Mary's Centre, Trinity Centre, MTLC. Annual Report could be circulated at the event but need to check if there is enough for this to be completed and printed. Discussion on who to invite to the event, ie network members only or stakeholders to be included. 	TMc TMc
6.	<p>Independent Complaints Review Panel Further to a Healthwatch Chairs' meeting with Tricia Hart, Director of Nursing and Patient Safety at South Tees Hospitals NHS Foundation Trust, HW Board have been asked to be part of a complaints review panel which scrutinises the complaints process. Board agreed that it was in Healthwatch Middlesbrough's interest in attending; MW expressed an interest in representing HW Middlesbrough but the Board also acknowledged that it would be useful for other Board members to attend. As MW is unable to attend the first meeting in May SP volunteered to go in his place.</p>	SP/MW
7.	<p>Work Programme Update JSD and TMc provided a work plan update to the Board. Next steps and actions as follows:</p> <p>7.1 Children and Young People JSD to carry on leading on this topic. MVDA carrying out an engagement activity to determine how CYP can be involved in a meaningful way.</p> <p>7.2 BME Weight Management TMc to action recommendations in the work plan update which was provided prior to the meeting.</p> <p>7.3 Registration with GPs Pull together Task and Finish Group to look at barriers to accessing primary care services, especially vulnerable communities.</p> <p>7.4 Talking Therapies TMc to action recommendations in the work plan update which was provided prior to the meeting.</p> <p>7.5 Discussion took place on staffing and communications with the Board. Board asked that Carol Gasgarth be invited to the next meeting.</p> <p>7.6 The Board expressed thanks to JSD and TMc for providing a smooth handover in their responsibilities and acknowledged that recent changes had not had an impact on the quality of their work.</p>	JSD TMc TMc/JSD TMc TMc
8.	<p>IMPRoVE TMc informed the Board that documents had been circulated requesting input. Not gone out for public consultation yet but hoping to do so by 30th April. Waiting for feedback from comments and will circulate once finalised.</p>	
9.	<p>Health and Wellbeing Board Update The Health and Wellbeing Board has not met since the last Healthwatch</p>	

	Board meeting.	
10.	<p>Feedback from Meetings</p> <p>10.1 PC met with Kathryn Warnock, Middlesbrough Borough Council and would like an update after each Board meeting.</p> <p>10.2 PC met with Deborah Jenkins, Chair of the South Tees Hospital's NHS Foundation Trust. She has requested that the Chair sit on a Council of Governors whose role is to hold the Trustees to account. The Board considered this as a suitable role for Healthwatch Middlesbrough. PC to update.</p>	<p>PC/TMc</p> <p>PC</p>
11.	<p>Guest Speaker - Mark Davies, MVDA. Social Prescribing</p> <p>Unfortunately Mark was unable to attend the meeting and sent his apologies. Try to arrange for future meeting.</p>	TMc
12.	<p>Volunteer Update including Enter and View</p> <p>12.1 JSD informed the Board that an event was held on 9th April for all Information Volunteers. The event was well attended and the volunteers were given packs of new promotional material and mechanisms for them to feedback to Healthwatch.</p> <p>12.2 JSD informed the Board that 3 new Engagement Assistant posts were being created to help deliver Healthwatch across the Tees area. The Engagement Assistant for Middlesbrough will be working 18½ hours per week.</p> <p>12.3 Enter and View training has been arranged. One session for Volunteers and another for Board and staff. Dates are 19th and 29th May 9 am to 3 pm. Board members can attend either session.</p>	<p>Board to book onto session</p>
13.	<p>Communication Strategy</p> <p>Due to restrictions on time this item to be carried over to the next meeting.</p>	PC
14.	<p>AOB</p> <p>14.1 Request received for Healthwatch representative at NEAS forum meeting. It was decided that a member of staff go to the next meeting to see if it is something we need to be involved in.</p> <p>14.2 Management report to be added as an Agenda item for future meetings.</p> <p>14.3 Board help to increase membership of Healthwatch through their networks.</p>	<p>TMc</p> <p>TMc</p> <p>Board</p>
8.	<p>Next Meeting</p> <p>Thursday 5th June 2014, 4.00 - 6.00 pm, CL1.01 Clarendon Building, Teesside University</p>	

Note taker: Linda Sergeant, Administration & Signposting Officer, 24th April 2014,
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