

5th December 2013

Venue: Clarendon Building, Teesside University

Time: 4.00-5.30 pm

BOARD MEETING NOTES

Board Members attending: Paul Crawshaw (Interim Chair), Michael Wright (Vice Chair), Shirley Pew (Board Member), Harsh Agarwal (Board Member)

Healthwatch Staff in attendance: Carol Gaskarth (Chief Executive PCP) & Lindsay Rutherford (Healthwatch Community Development Worker)

Guests in attendance: n/a

		Action
1.	Apologies received from: Jamie Clarke, Helen Neal, Herbert Dirahu, Wendy Collins & Liz Greer.	
2.	Declarations of interest CG suggested that declarations of interest be moved further down the agenda in future to align with work programme priorities as and when they are decided upon by the Board.	LR
3.	Notes from previous meeting & matters arising 3.1 First Board Meeting, therefore not applicable. 3.2 Staffing update: Martin Booth will join the team as Healthwatch Tees Manager from 9 December. Toni McHale has been appointed as Participation Coordinator and will begin 6 January 2014.	
4.	Chair update LG had discussed temporary Chair arrangements until March 2014 with PC. PC has agreed to act as Chair of the Board in the interim period.	
5.	Outreach MW suggested that increasing the Healthwatch profile and media presence in the community to be a priority. CG advised Board Members that a press release is being prepared to announce the Executive Board and that communication can feature as a standard agenda item. Board members were asked to forward a paragraph about their background and what members hope to achieve with Healthwatch for inclusion. LR suggested preparing an update regarding communication through the implementation phases of Healthwatch to share at the next meeting.	LR
6.	Project Initiation Document and Q2 update Qtr2 report which is shared with the Local Authority to update on operational progress and mobilisation of the contract was discussed with the Board. Qtr 3 report will be completed and circulated to the Board in January.	MB
7.	2013-2014 work programme analysis 7.1 LR summarised themes identified by the membership through networking events, Information & Signposting calls and other sources. LR explained that some themes are stronger than others and further investigation/ research	LR/ Team

	<p>may be required if the Board would like to consider the item for the work plan. The following themes were suggested as shorter term items:</p> <ul style="list-style-type: none"> • Signposting to C Card Service • Dietary information and support for BME communities • Meetings supporting carers in BME communities <p>It was suggested that longer term the Board look at access routes to GPs. LR suggested that the Board may want to consider one particular element of this theme e.g. how GP Practices support the needs of parents with young children.</p> <p>7.2 Board members agreed they would like further information about:</p> <ul style="list-style-type: none"> • The needs of young carers across Middlesbrough, what support and current carer networks are available. • How many senior schools there are across Middlesbrough including their contact details. • Social prescribing in Middlesbrough. <p>7.3 It was agreed that the Board will forward press releases and news articles that may support the work plan to the Healthwatch office for circulation.</p> <p>7.4 MW suggested a ‘best practice’ section could be added to the work programme analysis document to emphasise and promote the positive experiences of patients and carers.</p> <p>7.5 CG suggested that session be held at the next meeting could include:</p> <ol style="list-style-type: none"> a. Healthwatch Structure - staffing, volunteers, sub contractor information b. Understanding the Landscape - details of schools, GPs, walk-in centres, hospitals, pharmacies etc and demographic information so that the Board were equipped with knowledge of the locality. The Board agreed. 	<p>Board</p> <p>LR</p> <p>MB/LR</p>
8.	<p>Future Board/ individual development PC will liaise with LR regarding future standard agenda items.</p>	LR/PC
9.	<p>AOB It was suggested contact details for Board members are circulated.</p>	LR
10.	<p>Future meetings Board agreed that a convenient time to meet would be Thursdays between 4.30pm and 6.30pm at the University. The following dates were agreed for future Board Meetings:</p> <p>23 January, 4.30pm-6.30pm, CL1.01 Clarendon Building, Teesside University 27 February, 4.30pm-6.30pm, CL1.01 Clarendon Building, Teesside University</p>	

Note taker: Lindsay Rutherford, Community Development Worker, 5 December 2013,
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