

**8<sup>th</sup> June 2015**  
**Venue: Westfield Farm**  
**Time: 2.00 pm - 4.00 pm**  
**BOARD MEETING NOTES**

**Board Members attending:** Ian Holtby (Chair) (IH), Mike Milen (MM), David Morris (DM), Barbara Smith (BS), Ron Wood (RW), Lawrence McAnelly (LMc), Andrew Leon (AL), Maureen O’Neill (MoN)

**Healthwatch Staff in attendance:** Natasha Judge (NJ), Linda Sergeant (LS), Carole Marshall (CM)

**Guests in attendance:**

		Action
1.	<b>Welcome and Introductions</b> IH welcomed everyone to the meeting.	
2.	<b>Apologies for absence</b> Irene Poynter	
3.	<b>Minutes of meeting held 20<sup>th</sup> April 2015 and matters arising</b> <ul style="list-style-type: none"> <li>• Junction presentation - young person representative was unavailable at the last meeting to give a presentation. The Board agreed to try and re-schedule for the next meeting on 13<sup>th</sup> July.</li> <li>• Sexual Health - IH informed the Board that he’d had a meeting with Norma Wilburn, who is conducting the Tees Valley Public Health Shared Services consultation, along with Healthwatch Staff. It was a positive meeting whereby Healthwatch was able to recommend areas where the consultation should be held. LS advised that the report was currently being drafted and when completed would be sent to IH and then PHSS</li> <li>• Due North - IH asking for an update at the next Health and Wellbeing Executive and will feedback to the Healthwatch Board.</li> <li>• Quality Accounts - a response to the Quality Account was submitted to Trust and will be included in the final Account.</li> <li>• Step Up/Community Assessment Hub - LS &amp; RW attended this meeting at South Tees CCG whereby they were updated that a new referral method for Primary Care Hospitals is being developed and the introduction of a pilot Community Assessment Hub at Redcar Primary Care Hospital is being</li> <li>• LS informed the Board that the CCG/Healthwatch relationship meeting had been postponed to 16<sup>th</sup> June. IH to attend and RW also informed that he would like to attend.</li> </ul>	<p>LS/LMc to arrange</p> <p>LS to send draft report to IH &amp; TVPHSS</p> <p>IH to update</p>

4.	<p><b>New Office, Launch Event, Evening Gazette</b></p> <p>4.1 LS &amp; NJ informed the Board that Healthwatch staff were now in place in the new office in the Community Heart. NJ proposed to the Board that a launch event be held to raise awareness of the new location and to promote networking. Date agreed of 8<sup>th</sup> July 3 - 4.30 pm.</p> <p>4.2 LS informed the Board that it was HWR&amp;C turn to feature in the next HW column in the Evening Gazette. Board suggested that we should promote the new office, update about Spring Forward Event and call for information on home care services. The Board also suggested that article be sent to Coastal View.</p>	<p>LS to confirm details to Board</p> <p>LS to draft column to be sent to Gazette &amp; Coastal View</p>
5.	<p><b>Work plan</b></p> <ul style="list-style-type: none"> <li>NJ reminded the Board that the Healthwatch work plan should be evidence based and generated by local intelligence. The work regarding home care should be based on the issue raised at the Spring Forward Event which was ‘Ensuring that homecare workers were properly trained’. The initial concerns about this came from students who were attending the event who had carried out work either on placement or as part time work. ‘Healthwatch Champions’ from Redcar &amp; Cleveland College are carrying out an investigative piece of work with fellow students employed as homecare workers to see if this issue affects others. Intelligence will also be gathered from our wider network. The results of these initial findings will then determine the next steps.</li> </ul>	
6.	<p><b>Report to Board Members</b></p> <p>LS discussed the Report to Board Members that had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> <li>It was agreed that an e-bulletin/newsletter be sent out to the membership to update on Healthwatch activity.</li> <li>It was discussed that a Communication Strategy is being developed on how young people can feed into Healthwatch.</li> <li>Information &amp; Signposting - Regarding issues on transport to hospitals from East Cleveland Board queried what TVRCC were doing about transport in East Cleveland as they had been given funding to do so. Action LS/CM</li> </ul>	<p>LS to draft &amp; circulate</p> <p>NJ/LS to draft</p> <p>LS/CM to contact TVRCC</p>
7.	<p><b>Board Member updates and feedback from external events and partnerships</b></p> <ul style="list-style-type: none"> <li>IH - attended a meeting with Jamie Clarke and NJ re Annual Report.</li> </ul>	<p>NJ/LS to</p>

