

## Healthwatch South Tees Partnership Board Meeting

**Minutes of the meeting held on Wednesday 28 November 2018  
The Palace Hub, Esplanade, Redcar, TS10 3AE**

<p><b>Partnership Board Members Present:</b></p> <p>In attendance:          Natasha Judge (NJ), Dev't &amp; Delivery Manager          Paul Crawshaw (PC) Chair          Mike Milen (MM)          Wade Tovey (WT)          Lisa Brett (LB)          Jake Graham (JG) Strategic Development Officer          Sarah Corrigan (SC) Strategic Development Officer</p>	<p><b>Apologies</b></p> <p>Lesley Spaven          Ian Holtby          Mel Metcalf          Harsh Argawal          Andrea Latheron-Cassule</p>
	<b>Action</b>
<p><b>1. Welcome and introductions</b>          PC welcomed everyone to the Partnership Board.</p>	
<p><b>2. Declaration of interests</b></p> <p>None declared</p>	
<p><b>3. Minutes of the last meeting held on 11 October 2018 (for accuracy/approval)</b>          Minutes approved as an accurate record.</p>	
<p><b>4. Review of action log with matters arising from the last meeting (to note/for discussion by exception)</b></p> <p>NJ talked through the HWST action log.</p> <ul style="list-style-type: none"> <li>• It has been agreed for NJ to attend STHFT Council of Governors in PC absence. PC to arrange for NJ to be added to the distribution list.</li> <li>• Interim Decision-Making Policy is in place, this will be reviewed and circulated to the Partnership Board.</li> <li>• Details of HWST Board Members are now on HWST website.</li> <li>• The delivery of Dementia Champions sessions is an ongoing work plan item. This is currently being delivered by Healthwatch volunteers and supported by staff.</li> <li>• An Enter &amp; View has been conducted at The Gables Care Home, a draft report has been circulated for 20-day response. Response expected 14/12/2018. A summary report will be produced for publication on the HWST Website.</li> <li>• A report focusing on people with learning disabilities has been completed, this will be circulated to the Partnership Board for feedback.</li> </ul>	<p><b>PC</b></p> <p><b>NJ</b></p> <p><b>NJ</b></p> <p><b>NJ</b></p> <p><b>All</b></p> <p><b>NJ</b></p>

	<ul style="list-style-type: none"> <li>There is currently reconfiguration within the CCG, considering the STP footprint. HWST is currently awaiting updates.</li> </ul>	
<b>5.</b>	<p><b>Healthwatch South Tees Governance</b></p> <p><b>5.1 Final Terms of reference</b> – approved to be published on website  <b>5.2 Final Code of Conduct</b> – approved to be published on website  <b>5.3 Final Communication Strategy</b> – approved to be published on website</p>	<b>NJ</b>
<b>6.</b>	<p><b>HWST Partnership Board Development Session</b></p> <p>Lisa Brett provided an update on the Partnership Board Development Session and external report findings.</p> <p>Lisa praised the HWST staff team and HWST Partnership Board on achievements and actions completed in a considerable short space of time and noted the enormity of the task and function of HWST.</p> <p>Lisa continued to give an overview of the aims and objectives of the development session.</p> <ul style="list-style-type: none"> <li>Aims, roles and responsibilities of the Partnership Board and Partnership Board members to ensure effectiveness.</li> <li>Developing a robust workplan – to support HWST achieve aims and objectives</li> <li>Future actions to further develop skills and knowledge</li> </ul> <p>Lisa felt that there was a good understanding from Board members of their role and function.</p> <p>Advised next steps: Complete a stakeholder mapping exercise and develop a longer term HWST workplan that will focus on demonstrating impact.</p>	<b>LB</b>
<b>7.</b>	<p><b>Programme Management Report</b></p> <p>NJ gave an update of the Management report, focusing on several key areas:</p> <p><b>Work plan</b></p> <p><b>4.1 Dementia</b> – HWST volunteers continue to deliver training sessions to increase Dementia Friends.</p> <p><b>4.2 Enter &amp; View</b> – It has been decided this workplan item will be ongoing – a 20-day response is due 14/12/18 from The Gables Care Home Manager.</p>	

	<p><b>4.3 HWST Roadshow</b> – Planning and research is being developed to enable a targeted period of public engagement. It is anticipated this will be conducted over eight weeks and will look to cover various needs of differing demographic groups.</p> <p><b>4.4 Stakeholder Workshop</b> – A workshop is planned to take place January 2019. The workshop will be targeted to key stakeholders to ensure their expertise and experience supports the development of the HWST longer term workplan. Findings from the event will be circulated to the Partnership Board and shared publicly to facilitate future collaboration and transparency of the development of the HWST work plan.</p> <p><b>4.5 ‘Youthwatch’ A key focus of HWST is the development of a T Young People’s Panel</b> -Jake Graham is leading on this work plan item and will update the board on future progress.</p> <p><b>4.6 Social Media Strategy</b> – A full review is taking place on the current social media strategy, this includes the implementation of new software. It is anticipated this help to extend the reach of HWST.</p> <p>There is an added complication of needing to duplicate all work twice due to branding, we are contracted to deliver one ‘South Tees’ Healthwatch but due to unresolved issues with Healthwatch England we need to manage two separate sites. Healthwatch Middlesbrough and Healthwatch Redcar &amp; Cleveland.</p> <p><b>4.7 Hearing Loss</b> – A report produced by HWST has led to a planned visit to the Audiology Department at JCUH. There have been various issues trying to determine an agreeable date with STFT. Dr Ian Holtby is pursuing this to enable us to reach a conclusion and progress this work plan item.</p> <p><b>4.8 Life experiences of people with learning disabilities</b> – The first report has been completed and is with NJ for internal proof reading, this will be circulated to the Partnership Board for feedback.</p>	<b>NJ</b>
<b>8.</b>	<p><b>Feedback from the Live Well South Tees Board (Joint health and Wellbeing Board)</b></p> <p>Dr I Holtby gave apologies to the Partnership Board – However, it has been agreed that future HWST reports will be presented at the HWB Executive in the first instance and a decision will be made if appropriate to escalate to the Live Well South Tees Board. MD will produce a flowchart to provide additional clarity.</p>	

<p><b>9.</b></p>	<p><b>HWST Future Priorities/Work Plan Requests</b></p> <p>Jake Graham and Sarah Corrigan presented four potential areas for the future work plan of HWST.</p> <p>Four priority areas have been identified from a review of national and local research, intelligence gathered from local people and local stakeholder priorities. These included;</p> <ul style="list-style-type: none"> <li>• Long term health conditions – including prevention</li> <li>• Access to services for the BAME community – including translation services</li> <li>• Younger People – including prevention and access to services</li> <li>• Older people – including access to services, future care and the digital move.</li> </ul> <p>It was agreed that HWST will facilitate a stakeholder workshop to add detail and insight to the work plan areas, ensuring priorities maintain a person-centred approach across South Tees. The workshop will also give stakeholders the opportunity to evidence need within demographic groups and support in the prioritisation of work planning. It is recognised that Mental Health will be a key feature throughout.</p> <p>The HWST Partnership board concluded that three of the priority areas will form part of an intensive engagement exercise and that the focus of the work for younger people will be the development of a young people’s shadow board ‘Youthwatch’.</p> <p>The target age group for ‘Youthwatch’ will be 14-25-year olds and will provide a platform to share intelligence and experiences. Research has shown that 1 in 10 young people suffer from a diagnosable mental health condition and that over 50% of adults were diagnosed in childhood with a mental health condition but did not receive appropriate treatment, resulting in problems during adulthood.</p> <p>PC raised the point that Healthwatch must ensure that it stays with its core purpose – to be the voice of local people for publicly funded health and social care services.</p>	
<p><b>10.</b></p>	<p><b>Eye Clinic Liaison Officer (ECLO) Service</b></p> <p>NJ presented a briefing note to update on the current position of the ECLO service.</p> <p>RNIB has received notification that funding will cease from the BCF March 2019. Without this funding the service will be reduced to 1 ½ days per week, which is currently funded by STFT.</p>	

	It was agreed that although HWST recognises the valuable service that the ECLo service provides, it is now outside of the role of HWST to pursue future funding streams.	
<b>11.</b>	<b>Any Other Business</b>  None.	
<b>12.</b>	<b>Date and time of next meeting</b>  Friday 8 February 2019 (MVDA)	