

**Healthwatch South Tees Partnership Board Meeting**

**Minutes of the meeting held on Wednesday 28 June 2023  
25K Youth and Community Centre, Ayton Drive, Roseberry Square,  
Redcar, TS10 4LR**

<p><b>Present: Partnership Board Members:</b></p> <p>In attendance:</p>	<p>Prof. Paul Crawshaw – Chair (PC) Dr Ian Holtby – Vice Chair (IH) Lesley Spaven (LES) Carole Marshall (CM) Louise Wheatley (LW) Jen Little (JL)</p> <p>Lisa Bosomworth (LB) Rebecca Morgan (RM) Linda Sergeant (LS) Gaynor Tucker (GT)</p>	
		Action
1.	<p><b>Apologies for absence</b> Andrea Latheron-Cassule Kevin Franks</p>	
2.	<p><b>Declaration of interests</b> None</p>	
3.	<p><b>Minutes of the last meeting</b> There are no minutes as the last meeting was a development session.</p> <p>A round of introductions were made as RM and GT are new to this meeting.</p>	
4.	<p><b>Board Governance update</b></p> <ul style="list-style-type: none"> <li>All members have received and commented on the Terms of Reference and Recruitment Pack, these are now signed off as complete.</li> <li>LB will contact Board members who volunteered to update other governance documents.</li> </ul>	LB to contact relevant Board members

	<ul style="list-style-type: none"> <li>• PC thanked everyone for their contribution.</li> <li>• LB confirmed these updated documents are on both websites.</li> </ul>	
<p><b>5.</b></p>	<p><b>Project Lead update report &amp; questions</b></p> <ul style="list-style-type: none"> <li>• LS shared the attached report.</li> <li>• RM explained she is the lead for the sub-region within the ICB structures. The HW network across the NENC ICB area has a strong robust network which is essential for ensuring that Healthwatch intelligence is shared and influences the direction of work at all levels of the ICB.</li> <li>• LB shared that I11 are advising patients to ring their local Healthwatch for support that is not relevant to our offer. It was agreed that LB will find out who commissions I11 locally so we can highlight this issue and clarify the role of Healthwatch. LS advised we would need to work closely with our local I11 to update their internal systems.</li> <li>• With all the structural changes within the NHS it was suggested to do some training. Look at the Kings Fund to see if they have any up to date videos.</li> <li>• RM advised that Christopher Akers-Belcher is the Healthwatch Network Co-ordinator, as this is the largest ICB region the structure will be shared.</li> <li>• LB advised she has a seat on the ICB Place Committee. It is very repetitive of the Health and Wellbeing Executive, so discussions are taking place as to how best streamline this for all who attend.</li> <li>• LB asked the board how they wanted to receive our information and if they would like to receive our ICB quarterly report. LB advised this is being shared at ICB place based level with Craig Blair (Director of Place Based, NENC ICB). Healthwatch have a regular slot at this meeting as a standing agenda item.</li> </ul>	<p><a href="#">4.0 Project Lead Update</a></p> <p>LB/LS to investigate who commissions local I11.</p> <p>LB to look at guidance on NHS structure and share. RM to share NENC ICB structure.</p> <p>LB to share the 1/4ly report.</p>

	<ul style="list-style-type: none"> <li>• RM confirmed the ICB are committed to listening to local voices, but mechanisms still need to be implemented.</li> <li>• LB advised that Primary Care have taken over the commissioning of Podiatry, Pharmacy, Optometry and Dentistry.</li> <li>• LS said we are still receiving a lot of queries about dentists and highlighted a recent issue we received through our Information &amp; Signposting Service and that the NHS Dentistry website is not kept up to date. JL also confirmed that they receive a lot of these queries.</li> <li>• LB advised the GP resource document is ready to go to print and this will be circulated to the board.</li> <li>• LB thanked IH for his input into the HWST response to the TEWV, STHNHSFT and Teesside Hospice Quality Accounts. We could not provide as in depth response without IH's support. Thank you.</li> <li>• LB provided an update re: South Tees PPG (STPPG). A more promising relationship has started to form and we plan to develop information and intelligence sharing between GP Practices and the STPPG members which will better inform the intelligence shared with HWST and the ICB at all levels.</li> <li>• LB updated on the Growing Older Planning Ahead project we are working with the other Tees Valley Healthwatch's.</li> <li>• LB advised of a large amount of underspend that has been accumulating since lockdown as well as the income recently received for the Growing Older engagement work. LB would like the Board's agreement to use this money to increase staff capacity. A job description and person spec has been drafted for an Engagement and Events Officer. The role will be from 3 days to full time for approximately 18 months to 2 years to increase awareness of our work in local communities. The</li> </ul>	<p>LB to circulate GP resource when produced.</p> <p>LB to circulate job description and person spec.</p>
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	<p>Board agreed and the job description will be distributed to board members for onward circulation.</p>	
<p><b>6.</b></p>	<p><b>Chairs update</b></p> <ul style="list-style-type: none"> <li>• PC advised that after 10 years of being HWST Chair he feels that it is now time to step down from this role. PC said he has enjoyed working with LB and PCP and HWST has a fantastic team.</li> <li>• LB formally thanked PC wholeheartedly for his hard work and commitment over the last 10 years which Board members supported. Once PC has provided his formal letter of resignation, GT will create social media posts to thank PC and the Board was asked to share their thoughts to include in this.</li> <li>• As per the new, agreed recruitment process, LB asked if any Board members would be interested in the role of Chair. LES put her name forward which the Board seconded and agreed. PC thanked LES as it made the transition a lot easier.</li> <li>• Everyone welcomed LES as the new HWST Chair.</li> <li>• LB asked PC to recommend someone from the University to sit on the Board. PC advised someone from student services would be a good fit and will do an introduction email for LB.</li> </ul>	<p>PC to write letter of resignation.</p> <p>Board members to share thoughts for GT to share on social media.</p> <p>PC to action an introduction email between LB and student services.</p>
<p><b>7.</b></p>	<p><b>HWST priorities 2023-2024 (based on Board members Survey Monkey responses)</b></p> <p>LS shared the Board members responses from Survey Monkey re: HWST 2023-2024 priorities. The following decisions were made:</p> <ol style="list-style-type: none"> <li>1. South Tees Hospitals Patient Involvement &amp; Engagement Strategy. <b>Approved</b></li> <li>2. Board Development – creation of further governance and additional development to standard quarterly meetings. <b>Approved</b></li> </ol>	<p><a href="#">6.0 HWST Priorities Board Responses</a></p>

	<p>3. Youthwatch – To continue to inform and support as required. <b>Approved</b></p> <p>4. PPG Development – Focus from original proposal was changed to reflect potential areas of development with STPPG. <b>Approved</b></p> <p>5. Following on from the previous question if there is a request to deliver an Enter &amp; View activity. This is no longer a contractual KPI so if requested we would prefer to work informally with an organisation. <b>Approved</b></p> <p>6. GP Website Development – Volunteer nurses are no longer taking part in this so will be working with volunteers identified from different demographic groups through our Community Champions. This piece of work will also support work being carried out with NECS digital team with whom we are in regular dialogue with. <b>Approved</b></p> <p>7. Social Care priority piece of work – Need to identify something specific to work on from intelligence received. <b>It was agreed this is not required.</b></p> <p>8. Learning Disabilities: Growing Older – <b>Approved</b></p> <p>9. Menopause Event – Event has been booked and working on firming up key speakers. <b>Approved</b></p> <p>10. Do you propose any additional items? Working on a pharmacy myth buster document. <b>Approved</b></p> <p>PC thanks LB and team for their continued good work.</p>	<p>LB to distribute the updated priorities list</p>
<p><b>8.</b></p>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• LB shared a Healthwatch England poster regarding future conferences that are in person and online. The</li> </ul>	

	<p>one day conference in London, LS and Vicky Jackson will be attending. LES also advised she can attend.</p> <ul style="list-style-type: none"><li>• LB thanked everyone for attending</li></ul>	
<b>9.</b>	<p><b>Date and time of next meeting</b></p> <p>A planning meeting will take place with LES as our new Chair which will include future meetings for the rest of the year.</p>	