




Healthwatch South Tees Partnership Board Meeting


Minutes of the meeting held on Monday 09 October 2023

Acklam Green Centre, Middlesbrough, 13:00–16:00

<p>Present: Partnership Board Members:</p> <p>In attendance:</p>	<p>Lesley Spaven – Chair (LES) Dr Ian Holtby – Vice Chair (IH) Carole Marshall (CM) Andrea Latheron-Cassule (ALC) Jen Little (JL)</p> <p>Lisa Bosomworth (LB) Gaynor Tucker (GT)</p>	
		Action
<p>1.</p>	<p>Apologies for absence Kevin Franks Louise Wheatley</p> <p>LB acknowledged it was LES first meeting as chair. LES welcomed everyone to the meeting. LB advised that Kevin Franks was stepping down as a Board Member and has nominated Laura Bush to attend in his place.</p>	<p>LB & LES to contact Laura Bush for an induction meeting</p>
<p>2.</p>	<p>What does Healthwatch do and how do we do it?</p> <p>LB gave an overview of what Healthwatch does and asked members to identify how they think we do this. See attached word document.</p> <p> Agenda%20item%202.0.docx</p>	<p> Board Development 09.10.23.pptx</p>

	<p>LB asked if the Board could help with linking in with local Councillors as they are not responding to any communication. This would add value to our existing links with different communities and provide additional intelligence.</p>	
<p>3.</p>	<p>Role and purpose of the Board</p> <p>LB gave an overview of the role and purpose of the Board as detailed in our new Terms of Reference governance document.</p>	
<p>4.</p>	<p>Primary Activities</p> <p>Focussing separately on each of our Primary Activities listed in our Terms of Reference, we discussed ‘How are we currently doing this?’ ‘What are the challenges?’ and ‘How can this be improved?’ To identify where improvements can be made and what are Board Members contribution and responsibility within this. See attached document.</p> <p> Agenda%20Item%204.0.docx</p> <p>Actions from this session:</p> <ul style="list-style-type: none"> • LB to Inform Board members of when a report is due to require their response and allow two weeks for response. • LB to explore if HWE has a national approach for following up on recommendations. • Standing agenda items for individual Board Members to update on specific relevant items that HWST needs to be aware of. • HWST to develop a template for sharing potential new workplan items for Board members agreement and decision. • GT to create some ‘Did you know’ socials and include on websites to highlight different aspects of our work. 	

<p>5.</p>	<p>Board membership</p> <p>We didn't have time to complete this agenda item, so it was agreed to defer it to the next meeting. However, it would be good to note the communities that our current members support and have extensive experience and knowledge of:</p> <p>Laura – Children and young people Carole – Community Lesley – Voluntary Sector Andrea – Vulnerable community/ Special needs. Ethnic Minority/ Salvation Army Jen – Health Care and Patient experience Louise – Older people Ian – Primary Care and Public Health</p> <p>A formal thank you will be sent to Kevin Franks for his contribution to the Board.</p> <p>Trustee's week is taking place in November. LES informed us of a session that MVDA are holding to encourage local professional to become a Trustee. LES suggested that she and can use this to explore potential new Board members if required.</p>	<p>LB/LES</p> <p>LES</p>
<p>6.</p>	<p>Board Requirements</p> <p>It was highlighted that within the current Terms of Reference, it states that if a member misses three consecutive meetings they will be contacted by the Project Lead and/ or Chair to discuss whether they can continue to commit to being a HWST Board member so a decision can be reached regarding their place on the Board.</p> <p>LB shared the current work areas and asked members to be identify any areas they would like to support.</p>	

	<p>LES suggested that we add options to the document below for members to highlight which workplan areas are of interest for them to become more involved in and support the team.</p> <p>This will be discussed at the next meeting.</p> <div style="text-align: center;">  <p>Current HWST work areas.docx</p> </div>	<p>HWST to add a column to the attached document.</p>
<p>7.</p>	<p>Dates of future meetings:</p> <p>Tuesday 12 December 13.00 – 14.30. Venue TBC – Redcar</p> <p>Monday 11 March 2024 13.00 – 16.00. Venue TBC – Middlesbrough</p>	<p>LB to book venue for the joint team and Board meeting in March 2024.</p>