

**Minutes of Healthwatch Hartlepool Board Meeting
held on 25th April 2019 at ORCEL**

<p>Present: Jane Tilly, Chairman (JT) Jan Weedall (JW)) Ruby Marshall. ((RM)</p> <p>In Attendance: Christopher Akers-Belcher HW Manager (CAB) Carol Slattery (minute taker)</p>	
<p>1. <u>Welcome & Apologies</u> JT welcomed everyone to the meeting. Apologies were received from Tony Raine & Margaret Wrenn</p>	
<p>2. <u>Declarations of Interest</u> CAB - declared an interest as Leader of Hartlepool Borough Council and Chair of the Health & Wellbeing Board JT - declared an interest as Chairman of The Hospitals Trust for the Hartlepoons & Trustee of Dementia Friendly Hartlepool. RM - declared an interest as Chair of Hartlepool Carers, Trustee of Hartlepool Hospice, member of NESCA, & Member of NHS England Sounding Board.</p>	
<p>3. <u>Minutes of meeting held on 28th March 2019 & Matters arising</u> Matters Arising Work Programme – CAB reported that work around Discharge will begin once Enter & View visits are complete. RM requested to be involved with the discharge work. GP surgeries – CS tabled answers to questions that MW asked at the CCG meeting. JT expressed concerns that information when the surgery is closed due to training etc. is not in the public domain. A discussion around pharmacies and electronic prescriptions took place. CS informed that Jane Harvey from the Pharmacy Network is attending the next Acute meeting which will be held on 14th May at the CETL from 10am.</p> <p>These minutes were agreed as a true and accurate record. Proposed RM seconded JW.</p>	
<p>4. <u>Annual Report</u> JT asked if she was required to produce an introduction article. CAB said yes and mentioned that all volunteers have been asked if they would like to contribute to the report. He also mentioned that there are a number of reports left over from last year and said he will look at quotes for a smaller amount for this year.</p>	

<p>5. <u>Volunteer Steering Group update</u> RM –expressed her concerns around CAMHS. CAB suggested she speak with ZS who is providing TEWV Mental Health Trust with a 3rd party narrative for their quality accounts. RM asked if HWH could invite a Child Psychologist to a future meeting.</p> <p>RM gave an update from the VSG meeting held on 16th April.</p> <p>Enter & View Visit Reports to West View Lodge and Rossmere Park were ratified. Visits to Wynyard Woods and Ward 36 at North Tees have taken place and volunteers are in the process of completing the reports. Visits to Seymour House, De Bruce Court, Charlotte Grange and Clifton Lodge are to be arranged.</p> <p>A letter from HBC regarding the Smoking Cessation service was tabled. CAB confirmed that it is the responsibility of the Trust to provided support. He mentioned that it has been proved to be safe to refer people to vaping.</p>	
<p>6. <u>Roles & Responsibilities</u> Chairman’s Report – JT confirmed, an email has been forwarded to all members for any comments and to agree the content of director’s piece for the annual report and finalise the 2017/18 accounts before they can be sent off the charity commission</p>	
<p>7. <u>Finance update</u> In the absence of the Treasurer. CAB reported that the Deposit account balance is £10,035.02 as at 18th March 2019 with 21p interest added daily.</p> <p>HWH have not received the £10,000 from CATALYST regarding the Living With and Beyond Cancer work. CAB to chase up.</p> <p>The accounts for 2017/18 are all up to date and ready for the independent accountant to sign off.</p>	Action CAB
<p>8. <u>AOB</u> CAB reported that only 6 delegates and 3 staff attended the 10year plan event. The presentation was well received, and feedback was good. He expressed concerns around future events and how to encourage more people to attend.</p>	
<p>Date & Time of next meeting to be held on Thursday 23rd May at ORCEL.</p>	