

healthwatch

Hartlepool

**Minutes of Healthwatch Hartlepool Board Meeting
held on 22nd October 2020 at ORCEL**

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| <p>Present: Jane Tilly, Chairman (JT) Tony Raine (TR) Margaret Wrenn (MW) Jan Weedall (JW) In Attendance: Christopher Akers-Belcher HW Manager (CAB) Carol Slattery (minute taker) Carol Sherwood (VSG Member)</p> | |
| <p>1. <u>Welcome & Apologies</u> CAB Welcomed everyone to the meeting.</p> | |
| <p>2. <u>Declarations of Interest</u> JT - declared an interest as Chairman of The Hospitals Trust for Hartlepool & Trustee of Dementia Friendly Hartlepool. TR - declared an interest as Chairman of Citizens Advice and Company Secretary of ORCEL</p> <p>It was agreed CAB forward a declaration of interest letter and form to CSh to complete.</p> | <p align="right"><u>Action CAB</u></p> |
| <p>3. <u>Minutes of meeting held on 24th September 2020</u> The minutes were agreed as a true and accurate record. Proposed TR seconded MW</p> | |
| <p>4. <u>Matters Arising</u> Pg 1. CAB reported that the Accounts are with Glenys Thompson waiting to be Audited. Pg 1. MW informed that CSh agreed to join the Board of Directors. It was agreed CAB would inform the Charity Commission. Pg 1. CAB reported that HWH had received some good feedback regarding the bags containing information and goodies for WMH Day. The bags were delivered to pharmacies across town to be distributed.</p> | <p align="right">Action CAB</p> |
| <p>5. <u>Board of Directors update – Update Charity Commission</u> CAB tabled a copy of the Draft report and asked members to take home and contact him with any additional information or amendments. Once ratified it will be uploaded to the Charity Commission website before February 2021.</p> | |
| <p>6. <u>Staff update – current arrangements Covid 19</u> CAB gave an update on the current situation with staff and it was agreed that all staff will be back in the office from 2nd November.</p> | <p align="right">All agreed</p> |

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| <p>7. <u>Directors update including VSG</u> MW informed that the VSG due to be held on 20th October was cancelled. She tabled updated CCG questions and answers.</p> <p>CAB mentioned a complaint he had received regarding the flu jab. He has now received the new guidelines from the CCG around who can and can't get the flu jab.</p> <p>CAB also mentioned that he has received several safeguarding issues which he has referred to the safeguarding team.</p> | |
| <p>8. <u>Finance update</u> TR gave the following update in respect of our operating and reserve accounts:</p> <p>a) Balances Closing balance as at September 2020 is £36, 514.29p Reserve account as at September 2020 is £10,115.46p</p> <p>b) Reserves account Proposal CAB proposed that £20,00 be transferred into the reserves account and all staff hours will be reviewed in January 2021.</p> | All agreed |
| <p>9. <u>Any other business</u> JW asked if HWH were keeping in touch with members during the pandemic. CAB informed that CS keeps in contact via telephone.</p> | |
| <p>10. <u>Date & Time of next meeting</u> Wednesday 25th November 2020 held at ORCEL from 2pm</p> | |