

**Minutes of Healthwatch Hartlepool Board Meeting  
held on 10<sup>th</sup> December 2020 at ORCEL**

<p><b>Present:</b> Jane Tilly, Chairman (JT) Tony Raine (TR) Margaret Wrenn (MW) Jan Weedall (JW) Carol Sherwood (CSH)</p> <p><b>In Attendance:</b> Christopher Akers-Belcher HW Manager (CAB) Carol Slattery (minute taker)</p>	
<p>1. <b><u>Welcome &amp; Apologies</u></b> <b>CAB</b> Welcomed everyone to the meeting.</p>	
<p>2. <b><u>Declarations of Interest</u></b> <b>JT</b> declared an interest as Chairman of The Hospitals Trust for Hartlepool &amp; Trustee of Dementia Friendly Hartlepool. <b>TR</b> declared an interest as Chairman of Citizens Advice and Company Secretary of ORCEL. <b>CAB</b> confirmed that CSh has now received her form to complete. After discussion it was agreed to update all Conflict of Interest forms at the next meeting.</p>	<b><u>All agreed</u></b>
<p>3. <b><u>Minutes of meeting held on 22<sup>nd</sup> October 2020</u></b> The minutes were agreed as a true and accurate record. <b>Proposed JT</b> <b>seconded MW</b></p>	
<p>4. <b><u>Matters Arising</u></b> <b>Pg 1 CAB</b> reported that he contacted the Charity Commission website to inform them that CSh has joined the Board of Directors and to remove Ruby Marshall as a trustee. He was left frustrated that there was no option for Ruby to be removed other than to resign. He emailed to make a complaint and asked that they do not send any correspondence out to her address incase a member of her family picked it up.</p> <p><b>Pg 2 Item 8 – CAB</b> reported that he contacted the bank and transferred £20,000 from the operating account to the reserves account.</p>	
<p>5. <b><u>Directors Report – Final</u></b> <b>CAB</b> tabled a copy of the report with the amendments updated. <b>CAB</b> mentioned that he added a piece regarding the work Ruby Marshall had contributed during her time with HWH. It was agreed JT and TR would sign the document once the meeting closed. It was agreed, <b>CAB</b> would upload onto the Charity Commission website with the accounts.</p>	<p><b>Action JT/ TR</b></p> <p><b>Action CAB</b></p>

<p><b>6. Staff update – current arrangements</b>  <b>CAB</b> informed that all staff are back in the office working their contracted hours. <b>CAB</b> said he will keep watching for any updates regarding government guidelines. <b>CAB</b> proposed the office close on 17<sup>th</sup> December for the Christmas Holidays and reopen on 4<sup>th</sup> January. He explained it would use up some holidays that have not been taken during the pandemic.</p>	<p><b>All agreed</b></p>
<p><b>7. Work Programme &amp; Survey</b>  <b>CAB</b> informed that he has asked Skippy to continue to promote the survey throughout December and the first week in January. It will then be collated at the VSG meeting to shape the Work Programme going forward which will be ratified by the Board of Directors. <b>CAB</b> has also asked Skippy to refresh all the computers and look at making a workstation for any volunteers who would like to use a computer to access any virtual meetings or training.</p> <p><b>CAB</b> also reported that he had an online meeting with Healthwatch England and expressed his concerns regarding the local authorities monitoring arrangements during the pandemic. A HWE Representative said they will send a notification out to all local authorities throughout the country explaining that HW were working in a new environment and can they look at different ways of monitoring.</p>	<p><b>All agreed</b></p>
<p><b>8. A &amp; E</b>  <b>Think you need to go to A&amp;E? Call NHS 111 first</b> – Advice and information leaflet was tabled at the meeting. <b>CAB</b> will ask Tony Leighton to circulate with the next newsletter. Other information will include Access to Dentistry, a National Survey from HW England. A narrative will also be included informing that all HWH meetings are public meetings.</p>	
<p><b>9. <u>Directors update</u></b>  Nothing to report.</p>	
<p><b>10. <u>Finance update</u></b>  <b>TR</b> gave the following update in respect of the operating and reserve accounts:  <b>a) Balances</b>  Closing balance at end of October 2020 is £27, 902.82p  Deposit account at end of October 2020 is £30,117.53p</p>	
<p><b>11. <u>Any other business</u></b>  <b>JW</b> asked if staff were keeping in touch with members. <b>CS</b> confirmed that she was keeping in touch via telephone.</p> <p><b>The office will be closed for the Christmas period from 17<sup>th</sup> December - 4<sup>th</sup> January 2021</b></p>	
<p><b>12. <u>Date &amp; Time of next meeting</u></b>  Due to take place 28<sup>th</sup> January 2021</p>	