

**Minutes of Healthwatch Hartlepool Board Meeting**  
**held on 24<sup>th</sup> January 2019 at ORCEL**

<p><b>Present:</b> Jane Tilly, Chairman (JT) Jan Weedall (JW)) Ruby Marshall (RM) Margaret Wrenn (MW) Tony Raine (TR)</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>JT</b> welcomed everyone to the meeting.</p>	
<p>2. <b><u>Declarations of Interest</u></b>  <b>CAB</b> - declared an interest as Leader of Hartlepool Borough Council and Chair of the Health &amp; Wellbeing Board  <b>JT</b> – declared an interest due to her position as Chairman of The Hospitals Trust for the Hartlepoons &amp; Trustee of Dementia Friendly Hartlepool.  <b>RM</b> – declared an interest as Chair of Hartlepool Carers, Trustee of Hartlepool Hospice, member of NESCA, &amp; Member of NHS England Sounding Board.  <b>TR</b> – declared an interest as Company Secretary of ORCEL.</p>	
<p>3. <b><u>Minutes of meeting held on 29<sup>th</sup> November 2019 &amp; Matters arising</u></b>  <b>VSG Update</b> – <b>MW</b> informed that Douglas Mc Dougal, Strategic Officer for NEAS attended their Patients Panel meeting and explained that Paramedics have to see an in-date form signed and dated to state the person doesn't want to be resuscitated or they will automatically resuscitate. <b>JT</b> raised a query regarding a patient or relative's capacity to sign such a document. <b>MW</b> to ask for confirmation at the next CCG meeting held on 13<sup>th</sup> March.</p> <p><b>MW</b> reported that there has been a restructure at NEAS. They have less managers in post which has enabled them to have more money and they now have a Paramedic Apprenticeship Programme based in Sunderland University.</p> <p><b>Hilary Thompsons CCG</b> - <b>CAB</b> explained that Michelle from Healthwatch Darlington was on the interview panel for the position of CCG rep, not taken on the role. Steve Rose from Catalyst has been appointed as the new rep.</p> <p><b>Matters Arising</b> – <b>CAB</b> explained that he has been liaising with NHS England regarding the expression of interest re consulting on the 10 Year Plan which HWH will be paid £2,500. NHS England have accepted the expression of interest and requested bank details. <b>CAB</b> has asked for a copy of the specification before a final decision is made.</p>	<p align="center"><b>Action MW</b></p>

<p>These minutes were agreed as a true and accurate record. <b>Proposed MW seconded JW.</b></p>	
<p><b>4. <u>Work Programme 2019/20</u></b>  A draft copy was tabled. CAB explained that he has produced the work programme from comments made in the Annual Report and from members of the VSG. He asked the Board for any comments. The board felt that there was lots of work to be addressed.</p> <p><b>CAB</b> explained that ST attended a HW England reception in Westminster and HWH were mentioned for the work they did around discharge and how the recommendations have been implemented at North Tees &amp; Hartlepool NHS Trust. HW Birmingham were the only other HW mentioned. <b>JT</b> expressed congratulations on behalf of the board to ST and all members involved.</p>	
<p><b>5. <u>License for ORCEL</u></b>  <b>CAB</b> informed that the new lease for the hire of the room in ORCEL was up for renewal and required a signature. A slight typo error was amended, and the document signed by JT.</p>	
<p><b>6. <u>Volunteer Steering Group update</u></b>  MW gave an update from the meeting held on 15<sup>th</sup> January 2019.</p> <ul style="list-style-type: none"> <li>• Enter &amp; View reports for Wards 24 &amp; 31, Pharmacy report and Report on Stewart House were approved and ratified.</li> <li>• Visit to Rossmere Park took place on 23<sup>rd</sup> January at 6pm</li> <li>• Report Writing to be held on 21<sup>st</sup> February from 1.30pm for all enter &amp; View volunteers</li> </ul>	
<p><b>7. <u>Roles &amp; Responsibilities</u></b>  <b>Chairman's Report - JT</b> to take part in enter &amp; view visit to West View Lodge on 6<sup>th</sup> February  <b>Directors Reports – JW</b> took part in the enter &amp; view visit to Stewart House on 21<sup>st</sup> November 2018. She also attended the TEWV fundamental standards meeting with Zoe Sherry.</p>	
<p><b>8. <u>Finance update</u></b>  TR reported that the account balance at the end of December is £11,000  Deposit account balance is £10,018.00 with 21p interest added daily</p> <p><b>CAB</b> reminded the Board that HWH are waiting for a cheque for £10,000 for the ongoing work around living with and beyond cancer project.</p>	
<p><b>9. <u>AOB</u></b>  An invitation to attend lunch with Sir Robert Francis held in Newcastle was tabled. RM and MW were interested in attending.</p> <p><b>Date &amp; Time of next meeting to be held on Thursday 28<sup>th</sup> February.</b></p>	