

**Minutes of Healthwatch Hartlepool Board Meeting  
held on 25<sup>th</sup> July 2019 at ORCEL**

<p><b>Present:</b> Jane Tilly, Chairman (JT) Jan Weedall (JW)) Ruby Marshall. (RM) Tony Raine (TR) Margaret Wrenn (MW)</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> JT 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 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 Chairman of Citizens Advice and Company Secretary of ORCEL</p>	
<p>3. <b><u>Minutes of meeting held on 27<sup>th</sup> June 2019 &amp; Matters arising</u></b>  <b>Pg 1 Item 3 Payment from Catalyst</b>  <b>CAB</b> reported that he has received confirmation from Catalyst that the £10,000 has been sent to the HWH bank account. <b>TR</b> confirmed it has been paid via Chaps system. <b>TR</b> to check bank statement when it arrives.</p> <p><b>Pg 2 Item 5 Premises</b>  <b>TR</b> reported that he had spoken to Glenys Thompson and he told the meeting that the photographs had been taken in error. They had not been commissioned. He further reported that the Orcel Centre was full of tenants and was relatively safe for the foreseeable future.</p> <p><b>Pg 3 Item AOB</b>  <b>CAB</b> informed that the Annual Report was formatted from a different company due to Skippy our IT provider being in hospital.</p> <p>The minutes were agreed as a true and accurate record. <b>Proposed MW seconded RM.</b></p>	
<p>4. <b><u>IT Contract</u></b>  <b>CAB</b> reported that he met Skippy to discuss some issues around the IT provision. Skippy informed that HWH agreed to pay him for the whole year which included work on the annual report. Due to illness, Skippy</p>	

<p>was unable to fulfill part of his contract. Skippy said it would take 100hrs of his time to produce the annual report which would cost £1,000. After discussion the Board agreed to invoice Skippy for the £1,000 to be paid back to HWH.</p>	<p><b>All agreed</b></p>
<p><b>5. Board of Directors Report</b>  <b>CAB</b> had emailed copies of the report to all members for feedback. Members agreed to forward any amendments once they have had time to read through the report. It was agreed to have the final document available for the next meeting.</p>	<p><b>All agreed</b></p>
<p><b>6. Volunteer Steering Group update</b>  <b>MW</b> gave an update from the meeting held on 16<sup>th</sup> July 2019. A lengthy discussion on unacceptable conduct and behaviour of one of the Steering Group members took place.  <b>CAB</b> said HWH have a duty of care to look after their staff and said he will look at the governance framework and complaints procedure.</p> <p>It was agreed to monitor the situation and act if the behaviour continues.</p>	<p><b>All agreed</b></p>
<p><b>7. Roles &amp; Responsibilities of Board Members</b>  <b>Chairman Report: JT</b> reported that she has uploaded all relevant information onto the Charity Commission website.</p> <p><b>Director's Report: MW</b> had emailed all members the issues/concerns around the Maternity Unit at Hartlepool Hospital. A discussion followed.</p> <p><b>JW</b> reported that she had visited Seymore House which is a Mental Health Residential Home based in Seaton Carew with Zoe Sherry and Thora Deacon. The Enter &amp; View visit went very well, and she was pleasantly surprised with the overall visit but commented that the building could be upgraded.</p>	
<p><b>8. Finance update</b>  <b>TR</b> reported that as of the end of June the balance is 1,973.63p Deposit Account is £10,056.08p with interest of 21p per day added.</p> <p>Received an email from Catalyst on the 17<sup>th</sup> July to confirm £10,000 has been paid via Chaps System as reported earlier.</p> <p><b>CAB</b> informed that Zoe Sherry was successful in securing funding from the Miles for Men Charity for the Mental Health Forum and asked if HWH would hold their funds. ZS asked if HWH could give £500 in advance to purchase items to make up some first aid packs. The Board agreed to sign a cheque for ZS who has been asked to provide HWH will all receipts.</p> <p><b>CAB</b> also reported that HWH are still waiting for £2,500 from HW England for the work on the NHS 10yr Plan.</p>	

<p><b>HWH</b> is hoping to receive £700 from an additional piece of work on the Proposals for new clinical commissioning groups for Tees Valley and Durham CCGs survey that has been distributed to members of HWH and the general public via meetings and the internet.</p>	
<p>9. <b>AOB</b> none</p>	
<p><b>Date &amp; Time of next meeting to be held on Thursday 19<sup>th</sup> September at ORCEL from 2pm</b></p>	