

# Healthwatch Gateshead - Committee meeting

29 November 2017, 1pm - 3pm

Room 1B- Davidson Building

## Agenda

| Item no. |  | Lead  |
|----------|--|-------|
| 1.       | Welcome  | KI    |
| 2.       | Apologies for absence  | KI    |
| 3.       | Conflicts of interest  | KI    |
| 4.       | Minutes of previous meetings <ul style="list-style-type: none"><li>• HWG meeting held 11 October (paper 1)</li><li>• Minutes of the HWG AGM 31 October (paper 2)</li></ul> | MB    |
| 5.       | Recruitment process for HWG Chair  | KI    |
| 6.       | Trends analysis (papers 3 and 4)   | SE/WH |
| 7.       | Outreach Strategy & Update (papers 5 and 6)  | VC    |
| 8.       | Project update (paper 7)   | KN    |
| 9.       | CEO & Ops Manager Report (to include Delivering Together)  | SE/WH |
| 10.      | Any other business   | KI    |
| 11.      | Date and time of next meeting  | KI    |

KI - Interim Chair - HWG

MB - Michael Brown - HWG

SE - Steph Edusei - CEO

WH - Wendy Hodgson DCEO/Operations Manager HWG

VC - Victoria Clark - Volunteer & Outreach Coordinator

KN - Kim Newton - Project Manager

