

# Committee minutes

12 June 2018 - 10am

Davidson Building, Gateshead

## Committee members present

Michael Brown (MB)           Chair  
Michael Peacock (MP)       Committee Member

## Apologies

Lynda Cox (LC)               Committee Member

## In attendance

Steph Edusei (SE)           Chief Executive  
Wendy Hodgson (WH)       Operations Manager (HWG)  
Kim Newton (KN)           Project Manager  
Beth Nichol (BN)           Finance and Administration officer (HWG)  
Deborah Hall (DH)         Project and Marketing Coordinator (HWN)

## 1. Welcome and introductions

1.1. The meeting began at 10am with a round of introductions.

## 2. Apologies for absence

2.1. Apologies were received from Lynda Cox.

## 3. Minutes of previous meetings and matters arising

3.1. The minutes for meeting were agreed as a true record.

3.2. Matters arising. Trend analysis group met and want to ask the committees what they want out of it. 5.3 - Prize draw trial started 1 June. 7 - Conference was well attended and MB complemented the staff team for their hard work.

### Action:

**BN to arrange joint meeting for both committees to discuss trend analysis**  
**WH to collate the trend analysis paper.**

## 4. Chair update

4.1. MB stated the monitoring visit is next Friday if anyone can attend.

4.2. MB noted emails received regarding Healthwatch England Strategy. SE stated it reflex variation between Healthwatch and we don't currently need to be lifted. It may affect what we report on.

- 4.3. MB attended CQC peer review meeting. Inputted our continuing health care and carers work. The work completed will be on the Health and Wellbeing board agenda. Over all positive feedback from the meeting.

**Action:**

**MB to send position of review paper to BN to circulate**

**5. Annual report**

- 5.1. SE discussed the difficulty of collating the financial information. It has been tight this year which is why the staffing review took place. There will be a management report at the next meeting breaking down the categories. Office costs include rent, telephone, IT equipment replacement, etc.

**Action:**

**DH to circulate report for approval by tomorrow.**

**6. Project update**

- 6.1. KN stated the NHS continuing healthcare report has achieved everything and will follow up with report with the new system of three months than six months. The work is being presented at Health Scrutiny at Newcastle and Gateshead. There has been reluctance from the CCG. Revisiting in September and will welcome opportunity to discuss back at Health Scrutiny.

**7. Volunteer and outreach update**

**Action: MB and Kate Israel to discuss how to cover ten minute slot at the beginning and end of the conference.**

**8. Any other business**

- 9.1. SE apologised for the late distribution of the Committee papers. She also discussed regularity of the meetings with the Committee.

**Decision: Committee to meet June and October (possibly AGM) and to cancel August.**

- 8.2. SE discussed priority setting needs to be agreed in May. Overall outcome is from staff team recommendations.

**Decision: Board to agree on priority setting in May via email**

- 8.3. SE suggested to the Committee that they may wish to appoint project sponsors to link with/support Project Managers with their project work. Members of the Committee showed interest in this opportunity.

**9. Date and time of next meeting**

7 November 2018.