

## Committee minutes

13 July 2021 – 1.30pm - 3.30pm  
Online via Zoom

### Committee members present

Michael Brown (MB) Chair  
Lyn Boyle (LB)  
Shamshad Shah (SS)  
Mairi Cox (MC)  
Jane Quilty (JQ)  
Semande Ayihongbe (SA)

### In attendance

Siobhan O’Neil (SO) Chief Executive Officer, HWN and HWG  
Phill Capewell (PC) Operations Manager, HWN and HWG  
Kate Beattie (KB) Finance and Administration Officer, HWN and HWG

### 1. Welcome and introductions

MB led the welcome and introductions. SA introduced herself and explained her work and academia background. The committee members present also introduced themselves.

### 2. Apologies for absence

n/a.

### 3. Minutes of previous meetings and matters arising

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

3.2 No actions.

3.3 MB informed members that we currently need to recruit new members. MB asked the members present to consider their networks and identify people who would make a positive contribution to the committee. MB and SO are happy to have an informal chat with anyone who would like to find out more.

### 4. Strategy

4.1 SO presented on the strategy session recently undertaken by the Tell Us North board and which supported the paper circulated in advance.

4.2 Committee members discussed the strategy as it relates to delivery of the Healthwatch contracts and to Tell Us North (TUN). This included the mission and vision for TUN, roles of Healthwatch committees and TUN board and acknowledgement that this is the start of a process.

- 4.3 MB went through the governance diagram explaining the roles and responsibilities of each part.
- 4.4 MB asked if we could do a Gateshead report to keep members up to date between committee meetings. SO agreed.

**Actions:**

4.5.1 Both committees and the TUN Board will tighten links by communicating more which will increase representation.

4.5.2 JQ joined the meeting. SO will organise a time to take JQ through the strategy presentation if that is helpful.

If you have any more comments, please email SO or MB.

## 5. Priorities

- 5.1 SO gave an update on the priority work.
- 5.2 Resilient Communities - Lyndsay Yarde (LY) is working on this, and LB is going to be the sponsor for this priority. LY is liaising with Ian Stevenson, Neighbourhoods Team, Gateshead Council who will help to arrange conversations with residents and groups, particularly around the setting up of community hubs. JQ recommended that LY and LB consider Leam Lane and Beacon Loft East. JQ will pass on names when LY and LB work together on this.
- 5.3 Access to services for refugees and asylum seekers - we hope that Chris Ford (CF) will lead on this, and SS agreed to be the sponsor for this priority. There will be a phased approach, and we are at the beginning of the process. This slight delay and change in focus is based on feedback we received that will strengthen this work. SO asked committee members if they had any contacts within Gateshead Council or other organisations who it would be useful to connect with. In addition to the names provided at the meeting members can contact SO separately.
- 5.4 SO advised members that we are increasing our engagement activity e.g. a 'pop up' at the QE Hospital and with the Jewish community in Gateshead (all activities will be dependent on local COVID-19 guidance available at the time).

## 6 ICS update

- 6.1 SO provided members with an update on the Integrated Care System (ICS).
  - The ICS have to have an implementation plan by September 2021 and the statutory OCS body will operate in shadow form from October 2021
  - Integrated Care Partnerships will not be statutory, rather it's about 'ways of working'
  - HWG and HWN have a meeting coming up at end of month with Northumberland and N Tyneside Healthwatch to establish links and any areas for joint work

- It's up to each place to determine the ways of working
- Planning assumptions around commissioning are based on place most often being a local authority area and there are some (well) established mechanisms developing e.g. Collaborative Newcastle, Transform Northumberland etc
- Health and Wellbeing boards are here to stay
- Legislative timeline has already slipped and we now have a new SoS which may further impact
- LA7 CEO's have written a letter re concerns on ICS and co-production
- Social care - still waiting for government paper and no sight of funding
- PCNs continue to be important for ICS
- The 13 LHW are working together to explore how:
  - We work together collectively and maintain autonomy
  - Have a seat in the governance structures
  - Are resourced to undertake additional work

**Actions:**

6.2.1 LB will forward the King's Fund document to the rest of the committee.

6.2.2 To keep this agenda item and work SO and MB are doing for the next year.

6.2.3 Committee members are keen to represent HW externally.

**7 Tell Us North staffing update**

7.1 Beth Nichol (BN) is now the full time Office Manager.

7.2 Phil Capewell (PC) has recently joined as the Operations Manager.

7.3 Wendy Gill (WG) has recently joined as the Project and Engagement Officer, she will be working for 2 days a week up until October as she is currently finishing her PhD.

7.4 Michelle, a new associate, has joined us for a few months and has brought the associate paperwork up to date and is now working on the volunteer handbook. On August 4, Michelle, the volunteers and the team are meeting to go through re-induction.

7.5 Kate Beattie (KB) is leaving on Thursday 29 July as she is starting a teacher training course in September. We are recruiting an Apprentice for when KB leaves.

7.6 PC joined the meeting and introduced himself and his work background. PC used to work for Nissan and is a trustee in Sunderland at a Baby Bank. The committee members also introduced themselves and welcomed PC.

7.7 SO is currently looking at the staffing review and any gaps that there are.

7.8 Monitoring - SO and the commissioning team in Gateshead met and it went well, SO provided them with case studies.

- 8 Date and time of next meeting**  
Tuesday 19 October, 1.30pm - 3.30pm.

**No other business.**

**The meeting closed at 3.15pm**