

**Healthwatch Sunderland (HWS) Executive Board
Minutes of the meeting held Thursday, 13 April 2023
St Luke's Terrace, Sunderland**

Attendance – Executive Board members

Debbie Burnicle	DB	Chair
Gavin Barr	GB	
Pauline Scott	PS	

Attendance – Healthwatch Sunderland staff

Tara Johnson	TJ	Project Lead
Anna Gillingham	AG	Engagement Coordinator
Gemma Wilkinson-Rush	GWR	Research & Information Officer
Wendy Hadlington	WH	Engagement Officer
Natalie Goodwin	NG	Engagement Officer
Clare Render	CR	Administrator (Minute Taker)

Attendance - other attendees

Rebecca Morgan	RM	Project Development Manager, Pioneering Care Partnership (PCP)
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1	Apologies & introductions Apologies were received from Paul Weddle, Chris Colley and Andy Fox. DB introduced Rebecca Morgan, from PCP, who is attending the meeting today to brief the Board on the HWS tender and give an Integrated Care Board (ICB) update.	
2	Declarations of interest/quoracy There were no declarations of interest, and the Chair noted the meeting was quorate.	
3	Minutes of the previous meeting The minutes of the meeting were agreed as a true record. 3.1 Typo on page 8 to be removed.	CR

	Action
3.2 External Board Meetings – Paul Weddle has confirmed that he is still happy to attend the Health & Wellbeing Board (H&WBB) meetings. Primary Care Commissioning Committee – meeting to be removed from the meeting list.	CR
<p>4 Safeguarding</p> <p>TJ reported that no safeguarding issues were raised in the last few months.</p>	
<p>5 Data stats update</p> <p>The trends paper was circulated to the Board prior to the meeting. Due to the change of system, we are unable to do a full data report this quarter. A full report will be produced for the next Board meeting.</p> <p>This month we have seen an increase in the number of people being unable to register with an NHS dentist. We are finding that dentists are taking on private patients but not so many NHS patients. Also there have been three dentist closures in Sunderland which is making the situation worse.</p> <p>This is a national issue however it was felt by the Board that we need to ask questions around how this situation is being handled both locally and regionally. Snapshot of concerns to be shared with RM so she can update the Integrated Care Board (ICB) / Integrated Care Systems (ICS). TJ to find out the contact for the Dental Association for the Sunderland area. GWR to provide DB with the information we currently give members of the public.</p> <p>DB to take issue up with S Watson – Director of Place for ICB as from April the ICB has taken on responsibility for commissioning dentistry.</p>	<p>TJ GWR</p> <p>DB</p>
<p>6 Team update/engagement stats update</p> <p>The team update paper was circulated to the Board prior to the meeting. The Board were given the opportunity to ask questions relating to the update.</p> <p>6.1 Hospital discharge – to date we have received 180 completed surveys. So far, the theme is very negative.</p>	

	Action
<p>6.2 Out on a Limb Amputee Group – AG & WH briefed the group on this piece of work. This is a partnership piece of work. We will be the conduit between the Amputee Group and the South Tyneside & Sunderland NHS Foundation Trust. (STSFT). It is these two groups who will be completing the work. A meeting is to be held shortly to discuss this further and if we need to be involved more then a work plan request form will be completed for the Board’s approval.</p> <p>6.3 STSFT Family & Friends feedback sessions – we have been asked by the Royal Hospital x-ray department to gather patient feedback. Our first session was held 23rd March. Our session at the outpatient’s department raised issues around parking. This has been fed back to the Trust and a response has been received which is available on our website.</p> <p>6.4 Engagement with the deaf community – we have undertaken engagement with the deaf community. The one issue highlighted from this was around interpreters in primary and secondary care health settings. We have linked this community with the Language Interpretation and Translation meeting which is facilitated by Phillipa Poole from STSFT and has only held one meeting so far.</p> <p>6.5 Engagement stats – a copy of the engagement stats was circulated to the Board prior to the meeting. DB asked if bullet points highlighting any key areas could be added to the list of stats.</p>	<p>Team</p>
<p>7 Work plan 23-24</p> <p>A copy of the work plan for 2023/2024 was circulated to the Board prior to the group for their approval.</p> <p>This year’s work plan includes hospital discharge, Youthwatch (mental health & cancer work) and GP Access.</p> <p>After a brief discussion the Board agreed this work plan.</p>	
<p>8 Nominate a star</p> <p>The sub-group met recently and drew up a nominate a star process. This was circulated to the Board for their approval before the meeting.</p>	

	Action
<p>DB asked for the heading to be changed to Nominate a Star Decision Making Process and to include a brief description of what nominate a star is.</p> <p>After a brief discussion the Board agreed this process.</p>	TJ
<p>10 Policies for sign-off</p> <p>The policies the Board asked for amendments to be made to at the last Board meeting were circulated to the Board prior to the meeting. These were:</p> <ul style="list-style-type: none"> • Expenses & Finance Policy • Complaints Policy • Enter & View Policy <p>However as various versions of these policies are now in circulation, it was agreed that we should check these again before sending out for approval.</p> <p>DB asked if it could be highlighted where changes have been made.</p> <p>RM asked if all the HWS policies could be sent to her so she could cross-reference them with the PCP policies.</p>	<p>TJ</p> <p>CR</p>
<p>11 Date and time of next meeting</p> <p>The next meeting will be held Thursday, 3rd August 2023, 10am-12 noon, St Luke's Terrace, Sunderland.</p>	