

**Healthwatch Sunderland (HWS) Executive Board**  
**Minutes of the virtual meeting held via Zoom Monday, 13 September 2021**

**Attendance - Executive Board Members**

John Dean	JD	Chair
Gavin Barr	GB	
Mick Butler	MB	
Paul Weddle	PW	

**Attendance - Healthwatch Staff**

Toni McHale	TM	Project Development Manager, Pioneering Care Partnership
Anna Gillingham	AG	Project Lead
Wendy Hadlington	WH	Engagement Officer
Clare Render	CR	Administrator (Minute Taker)

**Attendance - Other**

Andy Fox	AF	Supporting Gavin Barr
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1	Apologies and Introductions	Action
	<p>Apologies were received from Andrew Carton, Chris Colley, Amanda Brown, Liz Highmore.</p> <p>Toni McHale the Project Development Manager for Pioneering Care Partnership (PCP) introduced herself. Toni is supporting Anna and the team whilst AG is carrying out the Project Lead (PL) role on a temporary basis. The HWS PL is out to advert. The Board were asked to circulate the advert in all strategic areas and to as many partners as possible. CR to send the advert to the Board to circulate.</p>	<p><b>Board</b> <b>Clare</b></p>
2	Declarations of interest	Action
	There were no declarations of interest.	
3	Minutes of the previous meeting	Action
	<p>The minutes of the meeting were agreed as a true record.</p> <p>3.1 Engagement statistics - this will be included in the next report.</p> <p>3.2 Living Well Delivery Board and the Healthy Weight Steering Group - JD reported that he will pass on the report of this group to the HWS team for circulation. Any Board member interested in representing HWS at this group to let the office staff know.</p>	<p>CR</p> <p>JD / ALL</p>

<p><b>4 Safeguarding</b></p>	<p><b>Action</b></p>
<p>AG reported that no safeguarding issues were raised in the last two months.</p>	
<p><b>5 External board meetings attended</b></p>	<p><b>Action</b></p>
<p>5.1 Outbreak Control Board - JD briefed the group on the latest information he has from this Board. This included how well the COVID-19 vaccination programme was going. The COVID-19 case rates remain high and the rates are going up each week. Hospital cases are also quite high.</p> <p>5.2 Primary Care Commissioning Committee - JD briefed the group on the last meeting he attended. This meeting discussed relieving pressures on doctors by creating a central referral hub to release them from a lot of the administration duties they have when they are making a referral. Paul briefed the group on how this hub will work. JD to provide the feedback of the last meeting to the HWS staff for circulation.</p> <p>AG and TM reminded the Board of the importance of sharing all intelligence gathered at meetings attended as a HW Board representative. This information will be circulated prior to Board meetings.</p>	<p>JD</p> <p>Board</p>
<p><b>6 Team update</b></p>	<p><b>Action</b></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 BAME community - our next meeting with the Trust is next week which will look at an action plan. Once the action plan is in place HWS will step aside. An update will be given at the next Board meeting. JD reported that this is an excellent example of how Healthwatch helped resolve a problem and empowered the group to have its own voice.</p> <p>6.2 Alcohol awareness - we are in the process of developing a video with one of our volunteers who has agreed to tell her story of her past issues with alcohol. This video will be shown at our virtual event to be held during alcohol awareness week in November. We are developing this event in partnership with NERAF. All Board members and members of the public are invited to attend. Interested parties to contact WH.</p>	

<p>6.3 Eye health awareness - WH reported that our eye health awareness virtual event will be taking place on Wednesday, 21 September at 3pm. At this event there will be an Optometrist from Newcastle hospital and someone from Sunderland Royal Hospital will also be attending to talk about the new Eye Hospital. All Board members and members of the public are invited to attend.</p>	
<p><b>7 Work plan update</b></p>	<p><b>Action</b></p>
<p>7.1 All Together Better (ATB) engagement work - our ATB work has now finished. Our draft reports have been completed and shared with staff at ATB, we are waiting for a response from ATB who will be developing an action plan based on the findings from our engagement work.</p> <p>7.2 Young people - youthwatch - work has started our next work plan item which will be to look at focused engagement with young people. To support this work, we are in the process of recruiting a team of young volunteers aged 16-24 who will help us look at issues related to young people’s experiences of using health and social care. This is being advertised on our social media platforms, on our website and via our partners. We are talking to the College and the Sunderland University. We have attended the College freshers fayre and have been have invited to the Uni freshers fair in October. We aim to have “youthwatch” operational by the end of December.</p> <p>All Board members are asked to promote this in any way they can.</p> <p>7.3 Next pieces of work - following completion of our youth work, early next year, we will be looking at domiciliary care and our final piece of work for this financial year will be carers and the impact of COVID.</p>	<p>ALL</p>
<p><b>8 Board reps for external meetings</b></p>	<p><b>Action</b></p>
<p>The importance of Healthwatch (HW) representation at key meetings/boards was stressed. Currently there are several where we do not have a representative. A list of the meetings/groups were sent to the Board. All Board members are asked to look at this list and let AT know if they have capacity to represent HW at any of the meetings where currently we do not have a rep. CR to recirculate list again.</p>	<p>ALL Board</p> <p>CR</p>

<p>We are updating our list of meetings attended by HW Board members. All Board members who currently represent HW at meetings are requested to forward completed dedicated feedback forms in a timely manner to CR. This will ensure both the team and Board are kept up to date any issues that are arising. CR to recirculate form.</p> <p>Anna reported plans to change urgent care provision in the city. The matter has not been brought to HW via official channels. It highlighted to importance of sharing intelligence gathered at meetings via the approved method. This matter would have been missed if Anna had not been at the meeting and reported it to the Board.</p> <p>This issue was discussed by the Board at length. John agreed to contact Liz Davies at the Hospital and Mick said he will raise this with the Health &amp; Well Being Scrutiny Committee. It was also agreed that a draft formal letter requesting further information should be drawn up and sent to initially to John.</p>	<p>ALL Board</p> <p>CR</p> <p>JD / MB</p> <p>TM / AG</p>
<p><b>9 Any other business</b></p>	<p><b>Action</b></p>
<p>9.1 World Mental Health Day - AF reported that Sunderland People First in partnership with HWS have organised an event open to the public to mark the day on 12<sup>th</sup> October, via Zoom. This is to raise awareness of mental health. One of the social prescribing team will be attending to talk about their role in Sunderland and how they can support people. There will also be guest speakers sharing experiences and explaining how people can get support. A flyer will be produced advertising this event. All Board members are invited to attend.</p> <p>9.2 Health &amp; Well Being Scrutiny Committee - HWS not being a formal member of the Health &amp; Well Being Scrutiny Committee was discussed. HWS are invited to attend informally when it is necessary, but it was thought by the group that we should be a formal member. JD to have a meeting with Kelly Chequer.</p> <p>9.3 Board membership - MB raised the question regarding his ability to commit his time to membership of the HWS Board. It was thought by the group that MB should remain a Board member until we have a formal seat on the Scrutiny Committee. Board members are required to attend meetings. HWS governance states members are to be removed from the Board if they miss three meetings in a row. Governance to be reviewed. TM, AG and JD to discuss this further.</p>	<p>CR</p> <p>TM, AG, JD</p>

<p>9.4 Research &amp; Information Officer’s role - TM briefed the group on an update to the HWS Research &amp; Information Officer’s - this role will now be to predominately to scope the health and social care sector, regionally and nationally eg looking at the JSNA, public health, the Trust etc, identifying what the main issues are and how it fits in with our work plan.</p> <p>9.5 Shortage of blood collection tubes / Delays in X-ray results - TM raised the issue of the current shortage of blood collection tubes and the delays in X-ray results. She asked if this was an issue in our area and if this should be something we should be looking into. PW replied that there is a back-log of x-ray results due to the COVID pandemic. This is a national issue. With regards to the blood collection tubes an update is expected soon.</p> <p>9.6 Board meeting dates - our Board meetings are normally held on a Monday and TM asked if this was still suitable day for everyone. It was agreed to continue holding our meetings on a Monday but to look at it again in the new year.</p> <p>9.7 Board Development Day - TM reported that it is hoped to hold a Board Development Day. We are hoping to hold this on 18<sup>th</sup> November at Hope Street Xchange. TM, AG and JD to discuss this further.</p>	<p>HWS Staff</p>
<p>Date of next meeting</p> <p>The next meeting will be held:</p> <p><b>Date:</b> TBC</p> <p><b>Time:</b> 2.00:4.00pm</p> <p><b>Venue:</b> to be confirmed</p>	