**Committee minutes - Public**

8th November 2023 — 12.00 pm to 13.30 pm

Hybrid at Milburn House in person and via Zoom

**Committee members present.**

Feyi Awotona (FA) Chair (in person)

Terry Bearpark (TB) (in person)

Gill Clancy (GC) (in person)

**In attendance**

Yvonne Probert (YP) CEO (in person)

Michelle Brannigan (MAB) Business Services Manager (in person)

Amer Mirza Observer (by zoom)

1. **Welcome by the Chair**

FA formally welcomed everyone to the meeting.

1. **Apologies for absence**

Absences were received from Alisdair Cameron.

1. **Disclosure of Interest and Dispensations**
   1. TB is currently an employee of Tell Us North CIC as well as a Committee Member, no conflicts were registered.
2. **Minutes of meeting/matters arising held on 24th May 2023** 
   1. Minutes were agreed as a true record.
3. **Minutes of meeting/matters arising held on 16th August 2023** 
   1. It was recognised that the August meeting had not been quorate.
   2. The decisions from that meeting were approved and the minutes were agreed as a true record.
   3. It has not been possible for GC to meet with the West End Refugee Service regarding the potential collaborative bid to the Lloyds Foundation, but YP did. The bid was submitted and unsuccessful. The West End Refugee Service will continue to work with the bid partners and look for opportunities to collaboratively work with Healthwatch Newcastle.
4. **Healthwatch England Conference**
   1. YP gave an update on the Healthwatch England conference which was held in London and attended by YP as the CEO and MB as the chair of Healthwatch Gateshead. The CEO of Healthwatch England shared plans and discussed the shared culture and behaviours model. Also she talked about commissioning and the reforms needed to create a better-funded Healthwatch model; that would bridge the inequality between local authorities funding local Healthwatch. Healthwatch England discussed building stronger links nationally with the CQC and carrying out risk-based assessments in collaboration.
   2. The campaigns in 2023/24 for Healthwatch England are women’s health, primary care, and social care. Dentistry and access to GPs is still being monitored too.
   3. There will be a follow-up online session to the conference in the new year and all members of the committee will be invited to attend.

Action: Circulate an invite, once received, for the online Healthwatch England conference to all Healthwatch Newcastle committee members

1. **Priorities for Healthwatch Newcastle 2023 – 2024**
   1. The themes that were highlighted through public feedback at outreach events, the annual survey, and discussions that took place at the joint annual meeting were considered in detail.
   2. The priorities for Healthwatch Newcastle for 2023 – 2024 were agreed as:
      * Accessible information Standards – currently in scoping phase from last year.
      * Hospital discharge – this is currently a joint project with Healthwatch Gateshead but due to different care pathways has the potential to become a separate project for Healthwatch Newcastle.
      * Reasonable adjustments in primary care services – carried over from 2022/23 and a follow up project is in the scoping phase.
      * Youthwatch.
      * Mental health – especially the right care, right place pathway and the withdrawal of Police support to mental health call outs and the impact that may have on other health and social care services.
      * Primary Care (particularly access to GPs, inequality to access, and service user access)
   3. There are cross-cutting themes which are also to be monitored:
      * Health literacy
      * Digital exclusion
   4. We will also be watching dentistry, and other themes from Healthwatch England, which could be a joint project with other local Healthwatch.
   5. Targeted communities for engagement in 2023/24 were agreed as:
      * Young people
      * Ethnically marginalised communities
      * Refuge and Asylum seekers
      * People with a Learning Disability
2. **CEO Update**
   1. YP informed members that the governance review was now complete, and the papers were available for any potential committee members. The task and finish group has ceased, and the papers has been agreed by the Tell Us North CIC, Board of Directors and Healthwatch Newcastle committee members on 16th August 2023. The recruitment pack has been delegated by the board to the staff team and this will be finalised by December for an early January recruitment campaign. The induction process will be available in January, and we will invite any potential committee members to observe the committee meetings before joining formally.
   2. It was agreed that the committee would meet every 2 months and that the Healthwatch Newcastle Lead Officer and Tell Us North CIC Research and Engagement Manager would attend the next Healthwatch Newcastle committee meeting and be in regular attendance from there on in.
   3. YP gave an update on staffing changes that had been made in this quarter. Healthwatch Newcastle now has a dedicated Newcastle team, and a new position of Lead Officer has been created, and a staff member of the existing team has been appointed into that role.
3. **Healthwatch Newcastle Tender**
   1. YP gave an update on the tender for the Healthwatch Newcastle contract**.** FA and YP attended the tender engagement event on the 11th of October which set out the contract value and approximate timeframe for submission.
   2. Newcastle City Council is opting for a hosted model instead of a standalone version and the contract will be for 3 years plus an optional 1 year extension
   3. TUPE of existing staff from Tell Us North CIC was confirmed.
   4. It is likely the tender bid will be released in late November/early December and submissions need to be made within 23/25 days.
   5. The award decision will be made in January 2024 with the new contract starting on the 1st April 2024.
4. **Healthwatch Newcastle Q1 and Q2 report**
   1. The report, which was previously circulated by email, was discussed. Unfortunately, there was a delay in the quarter 2 report due to issues with data capture and the Power BI system which has now been corrected.
5. **ICS verbal update**
   1. YP gave an update on the Integrated Care Strategy (ICS) and the Integrated Care Board (ICB) which meet monthly.
   2. YP noted that the ICB (local place committee) has now formed and is meeting regularly. Healthwatch Newcastle is represented on this committee and has recently given a presentation on the work we do. We have regional representation through Healthwatch Hartlepool, and we feed into their communications.
   3. The named Healthwatch Newcastle committee representative to read the papers and attend the meetings (if allowed) with the CEO was agreed to be Terry Bearpark. The next meeting of the ICB Newcastle Place Committee is Thursday 23rd November 2023.
6. **Finance update Q2**
   1. MAB gave a finance update for quarter 2. There had been an underspend for the quarter, but costs will increase next quarter due to office relocation, locality working, and new staff onboarding.
7. **Standing Items**
   1. There have been no safeguarding incidents to report in the last quarter.
   2. There have been no Equality, Diversity, and Inclusion notices.
   3. There have been no Health and Safety issues reported.
8. **Any other business**
   1. YP updated members on the office relocation, with this being the first Healthwatch Newcastle committee meeting at our new premises. Our new address is Floor E, Suite E11, Milburn House, Dean Street, Newcastle upon Tyne, NE1 1LE.
9. **Date and time of next meeting**
   1. The meetings will be set out annually in advance and decided on in the first meeting of the new year. The first meeting of 2024 will be on 19th January 2024 at 2pm.