**Committee minutes - Public**

25th May 2023 — 12.00 pm to 13.30pm

Hybrid

**Committee members present.**

Feyi Awotona (FA) Chair - online

Terry Bearpark (TB) in person

Alisdair Cameron (AC) in person

Gill Clancy (GC) online

**In attendance**

Yvonne Probert (YP) CEO - in person

Michelle Brannigan (MAB) Business Services Manager – in person

1. **Welcome by the Chair**

FA formally welcomed everyone to the meeting.

1. **Apologies for absence**

No absences noted.

1. **Disclosure of Interest and Dispensations**
   1. TB is currently an employee of Tell Us North as well as a Committee Member, no conflicts were registered.
2. **Minutes of meeting held on 22nd February 2023** 
   1. Minutes were agreed as a true record.
3. **Chair Report**
   1. FA shared the written report previously circulated to Committee Members with the agenda The report was on the current projects Healthwatch Newcastle is concentrating on.
4. **Business Update/Programme of Work**
   1. YP updated the Committee that the business update is the same as the Chairs report on this occasion.

**MB left the meeting at 12:30 pm**

1. **Quality Accounts**
   1. YP gave a verbal update on the work to respond to the quality accounts. Healthwatch Newcastle has submitted responses for the North East Ambulance Service (NEAS) and Newcastle upon Tyne Hospitals NHS Foundation Trust (NuTH). The response to the Cumbria, Northumberland, Tyne and Wear, NHS Foundation Trust (CNTW) is in the final stages of production. YP thanked the members for their contributions.
2. **ICS – Healthwatch Developments**
   1. YP updated the committee on the current work of the ICS and a discussion took place on the joint approach of Collaborative Newcastle and the ICS place-based Integrated Care Board (ICB).

Action: YP to send out the website link and information on Collaborative Newcastle.

1. **Finance Skeleton Budget**
   1. YP gave an update on the Healthwatch Newcastle budget. The budget was discussed, and it was agreed that it needed extra work to split costs out more explicitly between Tell Us North CIC and Healthwatch Newcastle.
   2. FA suggested that GC offer her support to MAB in this work.
   3. Current contract extended to 31 March 2024
   4. MAB to realign the budget to show staffing costs and management fees more clearly.

Action: GC to support MAB in Healthwatch Newcastle budget, to make it clearer.

1. **Task and Finish Group - Verbal**
   1. TB gave a verbal update on the governance work that was being completed by the Task and Finish Group.
2. **Standing Items**
   1. Nothing to report.
3. **Any other Business**
   1. No AOB.
4. **Date and time of next meeting**

16th August 2023 at 12 noon. In person, with a Hybrid element for those unable to come into MEA House, Newcastle (Zoom option available).