

Committee minutes – Public

16 August 2023 – 12.00 pm to 13.30 pm

Hybrid model- In person, with a Hybrid online element for those unable to come into MEA House, Newcastle (Zoom option available)

Committee members present

Terry Bearpark (TB)	Chair in person
Gill Clancy (GC)	Online

In attendance

Yvonne Probert (YP)	CEO – in person
Michelle Brannigan (MAB)	Business Services Manager – in person
BSO (BSO)	Business Support Officer – in person

1. Welcome by the Chair

1.1 TB formally welcomed everyone to the meeting.

2. Apologies for absence

2.1 Apologies were sent from Feyi Awotona (FA) (Chair)
2.2 Apologies were sent from Alisdair Cameron (AC)

3. Disclosure of Interest and Dispensations

3.1 TB noted that although a Committee Member she is also employed by Tell Us North CIC (TUN) on a small contract (1/2 day per week).

4. Minutes of meeting held on 24 May 2023

4.1 As the meeting was not quorate, the members present proposed that they accept the minutes as a true record by electronic means and ratify the decision at the next committee meeting.

Action- Committee Members to approve the minutes by electronic means.

5. Chair Report

5.1 TB chaired the meeting in FA's absence and read the summary report circulated to the members by email.

6. Business Updates – Verbal and Commissioners Report

- 6.1 YP gave an update on the programme of work and the quarterly report that has been sent to Newcastle City Council commissioners. The report is based on the 6 domains of the Healthwatch England quality framework, which will be used for all future reports.
- 6.2 YP noted that the engagement team's current activities included collaborating with the family fun days at Hodgkin Park, Riverside, and Haversham Park. The engagement team has also attended Northern Pride and is planning to have a stall at the Mela Festival.
- 6.3 YP also gave an update about the published reports, the upcoming research publications, and the new projects. A report on Loneliness and isolation in the post-retirement age of 65+ is to be released soon, along with the Annual Survey on Health and Social Care. Upcoming projects in the autumn include Inpatient Hospital Discharge and Accessible Information Standards.
- 6.4 YP updated on the Youthwatch project which is a collaboration between Healthwatch Newcastle and Healthwatch Gateshead. The team is looking at creating videos with the young volunteers on the topic of counselling. A report will be brought back to the Healthwatch Newcastle committee, and updates will follow.

7. ICS – Healthwatch Developments

- 7.1. YP updated on the ICS and Healthwatch developments verbally. YP has been continuing to build strong relationships within the ICB. The ICS is now operating at regional and local level, and the ICB has a place-based plan through collaborative Newcastle which Healthwatch Newcastle has been invited to comment on.
- 7.2. Members have been asked to comment on the North East and North Cumbria Integrated Care Board (NENC ICB) Forward Plan and the Integrated Care Board (ICB) Newcastle Place-based Plan by Monday 21st August 2023. YP will submit these comments on behalf of the committee.
- 7.3. YP noted that there is appreciation at a national level that the ICS is a new way of working and needs time to bed in, and that our NENC ICB has the largest footprint. In recognition of this, a group of 13 Healthwatch have formed a NENC network at the regional level to communicate as one. The development of the ICB work is ongoing and as well as regional ICB forming there are local authority area ICB forming which are called "place-based".
- 7.4.

YP, GC and TB discussed the ICB Newcastle place-based forward plan to define what is on offer regionally and locally. It was collectively agreed that more emphasis is to be given to the next stage which will be the action plan than the current forward plan, which only states the direction of travel. YP noted that ICB place-based will give us an opportunity to co-design activities and services through 'Collaborative Newcastle'.

Action – Committee Members to send comments by Monday 21st August 2023.

8. Finance – Verbal and Commissioners Report

- 8.1 MAB gave a verbal financial report on quarter 1.
- 8.2 MAB noted that buying merchandise has been put on hold until our office relocation.

9. Task and Finish Group – Recruitment Pack

- 9.1 TB updated the committee on the progress of the task and finish group and the recruitment pack papers had previously been circulated. The members propose to agree the recruitment pack by electronic means and ratify the decision at the next committee meeting.

Action – Committee Members to agree to the recruitment pack by electronic means.

10. Standing Items

- 10.1 MAB reported on a potential safeguarding call which later was deemed to be non-reportable in nature by Newcastle City Council.
- 10.2 Nothing else to report.

11. Any other Business

- 11.1 YP has had contact from the Newcastle West End Refugee Community Centre for potential project collaboration. A discussion took place on the particularities of the project, and it was agreed that YP would enter further discussion and explore the opportunity. GC suggested that we offer our service as successful BID writers at a cost.

Action – Committee Members to agree by electronic means to explore the opportunity to collaborate on a project with the Newcastle West End refugee centre.

12. Date and time of next meeting

8th November 2023 at 12 noon. Hybrid meeting.