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| Darlington  |
| **Healthwatch Board Meeting****Wednesday 22nd March 2023** **13:00 - 15:00****Dolphin Centre Glass Room and via Zoom**  |
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**Present: Robert Upshall**

 **Liz McAllister**

 **Susan Soulsby**

 **Val Douglas (via Zoom)**

 **Val Johnston**

**Apologies: N/A**

**In Attendance: Michelle Thompson**

 **Diane Lax**

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|  | **Action By** | **Target Date** |
| **1.** **PRESENT AND APOLOGIES**1.1 As above.  |  |  |
| **2.** **MINUTES OF MEETING 15th February 2023**  Agreed as true record. 2.1 **MATTERS ARISING**  None  |  |  |
| **3**. **DECLARATION OF INTEREST**3.1 No other declarations other than those already registered. |  |  |
| **4. CHAIR’S REMARKS**4.1RU welcomed all and commented on how nice it was to meet face to face. Thanked everyone for ongoing commitment to HWD.4.2 RU informed the Board that there had been a couple of expressions of interest about becoming a Board member. Both RU and VJ will arrange a meeting to discuss further.  |  |  |
| **5.** **CEO UPDATE** 5.1 MT advised that all information sent via email included the financial information. All advised they had received. 5.2 MT went through the staff action log giving updates on projects and activities.* Community Council funding is due to come to an end at the end of March 2023 we are awaiting confirmation.
* The new Integrated Care Board (ICB) funding has been received.
* Pharmacy Report, draft has been circulated to providers, commissioners awaiting their responses. This will be published by 31st March 2023.
* General survey closes on 24th March, information will be analysed and added to work plan.
* Cost of living survey closes on 24th March, information will be analysed and added to work plan.
* Mediquip - still awaiting response for the possible of a small project which will entail a staff member shadowing Mediquip employee to gather feedback, a small renumeration has been agreed.
* Public Health Diabetes project - will start in April we will be coordinating grant funding for groups to bid for, then contract manage these small project to produce a report at the end.
* Access to Children Outpatient Services – Project is going ahead, money has been received and the first focus group has been completed. We are now awaiting survey so that we can share.
* Healthwatch Network – The North East and North Cumbria Integrated Care Board (NENC ICB) have asked us to coordinate a piece of work across the Tees Valley which will create more funding and the possibility of increasing staff hours/members.
* Social Care evaluation project this will be a member of staff collating feedback about adult social care service over 4 month period and compiling a report on the findings, proposal has been sent to DBC.
* Infrastructure proposal is still being discussed more meetings next week.
* Counselling services - we continue to monitor.
* Access to GP - this continues to be monitored.
* Access to dentist services - this continues to be our biggest signposting query and with the recent closure of Firthmoor dental practice we anticipate more calls. All we can do is to signpost to 111.
* Accessible Information Standard - an open letter has been sent to NHS England (NHSE) from Healthwatch England (HWE) due to the lack of response from NHSE regarding their commitment to accessible information availability across the system
* Volunteers - two people interested in joining the Board. Other volunteers continue to be involved and active which is very helpful.
* Youthwatch – Youth Focus North East is in the progress of recruiting a new member of staff to take the project forward.
* New Guidance on GDPR- MT will update website.
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| **6.** **FINANCE REPORTING**6.1 Finance and month end for February 2023 was circulated prior to the meeting, Board members had no concerns to raise at this time.6.2 Due to new projects and funding MT proposed a 5% pay increase for all staff. Board agreed and recommended starts in April 2023 salary. 6.3 MT advised that she will be producing a new budget forecast for the new financial year 2023/2024 this will be circulated before the end of March 2023 this will include figures for the employment of one other person to cover the new projects going forward and the pay increase.6.4 Insurance quote received from current insurer Board members happy to stay with the same DL will contact and pay renewal fee.6.5 DL to get quotes form accountants for financial statement.  | MTDLDL | 31/03/2331/03/2312/04/23 |
| **7. AOB**7.1 No other business - Meeting closed. |  |  |
| **9.** **DATE, TIME AND VENUE OF NEXT MEETING**9.1 Wednesday 17th May 2023 2pm ZOOM  |  |  |

**ACTION POINTS**

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| REF | ACTION | BY WHOM? | BY WHEN? |
| 6.3 | Budget forecast | MT | 31/03/23 |
| 6.4 | Insurance renewal  | DL | 31/03/23 |
| 6.5 | Quotes for financial statement  | DL | 12/04/23 |

Signed Date 17/05/23