

DRAFT - Project Management Board Meeting

08 July 2014, 2.30pm

Held at The Space, Market Street

ATTENDANCE

Chris Taylor (CT) - HWBF Coordinator

Jeremy Harding (JH) - Triple A

Alison Summersbey (AS) - Rethink Mental Illness

Andrea McCombie (AM) - The Ark Trust

Emma Taylor (ET) - Deaf Positives

Peter Tobin (PT)

Alison Dowd (AD) - Just Advocacy

Sally Grant (SG) - SEAP

Alex Bainbridge (AB) - Rethink Mental Illness

Joanna Thomas (JT) - Berkshire Autistic Society

Louisa Jones (LJ) - EbE²

AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
1. Apologies	Mary Durman (MD) - Wokingham and Bracknell District Mencap Clare Turner (CTu) - Kids Karen Maskell (KM) - Bracknell and Ascot Clinical Commissioning Group Sue O'Sullivan (SO) Mark Sanders (MS) - The Ark Trust			



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2. Previous Minutes: <ul style="list-style-type: none"> Accuracy Issues arising (not listed on agenda) 	Add JT to attendance list. Correct Smith to Lee N/A	Update and publish as final.	CT	15/07/14
3. Progress on actions from last meeting	Bio for website received and published for AS. Raise details forwarded to Kids. CT tested reported difficulty finding our office from Times Square reception - receptionist directed correctly. Annual report slightly behind schedule due to formatting issues.	- - - To be completed asap	- - - AM	- - -
4. Bio Charter	Rosie Franklin's Bio to be removed from website and replaced with JT. The output of the Project Management Board development day was the Project Management Board Charter, the draft was issued for comment prior to the meeting. The following amendments were agreed: 1. Added statement about the role of the CCG 2. Chair and Secretary section - Chair will be elected from within the group 3. HWBF staff - amend this from 0.8 days per week to 4 days per week	Bio to be written and photo to be provided to CT. Update website when received. CT to update and distribute for signing.	JT CT CT	ASAP -



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Public member	<p>4. Diagram - Title added referring to local organisation. MD had previously requested some further clarification for the diagram.</p> <p>Remaining position for public member for the Board was agreed to be co-opted. The candidate should have experience of using services and/or might have professional experience.</p> <p>It was agreed that Board members could recruit from the users of their services but they would not be representing the respective organisation should they be successful.</p> <p>Travel expenses and respite care would be reimbursed where necessary.</p>	<p>Discuss further with MD.</p> <p>Members were asked to nominate anyone who might be interested.</p>	<p>CT</p> <p>ALL</p>	<p>11/07/14</p> <p>22/07/14</p>
Enhanced Criminal Record Background Checks	<p>SO and PT to begin criminal record background check process.</p>	<p>Issue details to begin process.</p>	<p>AM</p>	<p>ASAP</p>
Chair and Vice Chair	<p>It was agreed that the responsibility for chairing these meetings would be shared by the Board. The term will be 3 months, after 3 months the Chair will step down and the Vice Chair will become Chair and a new Vice Chair will be elected. (Beginning September 2014).</p>	<p>Sept to Nov = Chair: Deaf Positives Vice: Berkshire Autistic Society</p> <p>Dec to Feb = Chair: Berkshire Autistic Society Vice: Re-think</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>



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	<p>Meetings and other activities attended: (to be included in separate report in the future)</p> <p>CCG Governing Body St. Marks PLACE Assessment NHS England Open House Project Management Board Development Bracknell and Ascot Patient Assembly Care Quality Commission - Social Care Care Bill Consultation RAISE - Review Development Quality Meeting Crowthorne Parish Council Health Overview and Scrutiny Better Care Fund Board Community Partnership Forum Healthwatch England Conference</p>			
5. Member contribution / updates	<p>The Ark 30th August user engagement BBQ + Promote Healthwatch.</p> <p>EBE Creating a video title - 'See the person not the disability' including talking to people about what they want from services.</p> <p>Triple A JH raised some concern regarding older peoples care and respite for carers. AM suggested a joint event to find out directly from older people what their concerns were.</p>	<p>Man stall, provide information and collect feedback.</p> <p>-</p> <p>To be discussed further.</p>	<p>CT/LJ</p> <p>JH/AM</p>	<p>30/08/14</p> <p>-</p>



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	<p>Invoicing periods requested.</p> <p>Berkshire Autistic Society Latest newsletter has Healthwatch promotion in it. Concern regarding young people support following being diagnosed with Autism.</p> <p>Difficulty getting assessment. If carried out privately this is not acknowledged in the same manner.</p> <p>People say that they are very happy with Adult Autism Social Care Team.</p> <p>SEAP Have a local twitter account @SEAPadvocacyBerks</p> <p>New format quarterly report out in September.</p> <p>Continuing healthcare is a main issue.</p> <p>To raise awareness events are being constrained on. Some drop in's where successful will continue.</p>	<p>Dates to be sent.</p>	<p>CT</p>	<p>-</p>



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	<p>Re-think The service has been extended to the end October 2014. Tender for the new service is out. Service users were consulted prior to the issuing of the tender. Some feedback was also provided to Healthwatch which was passed on to Bracknell Forest Commissioning.</p> <p>The new service will not be delivered from Coopers Hill which is causing some access issues for users.</p> <p>MP visit was very good.</p> <p>Event - World Mental Health day in October.</p> <p>Re-think communications team agreed to put information about Healthwatch Bracknell Forest on their website.</p> <p>The lack of stability during tender causes issues for users of the service.</p> <p>Deaf Positives Recently found out that both Boots and Spec Savers won't pay for deaf people to have interpreters during eye tests despite NHS England's commitment to refund them for this service. They claim the initial cost is too much.</p>	<p>Draft statement for website.</p> <p>Find out how many people this affects across Bracknell Forest.</p>	<p>CT</p> <p>AM</p>	<p>ASAP</p> <p>ASAP</p>



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	<p>CMHT request interpreters at very short notice for meetings. When not possible to provide interpreters the meeting seems to proceed regardless.</p> <p>Invison - Sign language for website - See http://www.healthwatcheastsussex.co.uk/about/#.U8P3NpRdXTq</p> <p>Just Advocacy Quarterly reporting to be issued to Bracknell Forest Council. Emerging trends will be shared.</p> <p>Awareness of HW services continues to be raised with posters and leaflets.</p> <p>Careers day upcoming - leaflets required for this.</p> <p>Dementia event next Wednesday.</p>	<p>Investigate</p> <p>All to review</p> <p>Issue details to JH</p>	<p>AM</p> <p>All</p> <p>AD</p> <p>ALL</p>	<p>ASAP</p> <p>12/08/14</p> <p>ASAP</p>
6. AOB	Bracknell Urgent Care Centre	Feedback requested	ALL	14/07/14
7. Future Meetings	<p>Meetings are every second Tuesday of each month:</p> <p>12 August 2014 09 September 2014 14 October 2014 11 November 2014</p> <p>Time : 2.30pm to 4.30pm Venue: The Space, 20-21, Market Street, Bracknell, RG12 1JG</p>			

