

## Project Management Board Meeting

08<sup>th</sup> October 2013, 2.30pm

Held at The Space, Market Street

Attended by;

Mary Durman (MD) - Wokingham and Bracknell District Mencap

Rosie Franklin (RF) - Berkshire Autistic Society

Clare Turner (CTu) - Kids

Jennifer Kelsey (JK) - Just Advocacy

Maureen Chapman (MC) - SEAP

Andrea McCombie-Parker (AMcP) - (part-time) - The Ark Trust

Chris Taylor (CT) - HWBF Coordinator

Jeremy Harding (JH) - Triple A

Alex Pierce (AP) - EbE<sup>2</sup>

Karen Maskell (KM) - Bracknell and Ascot Clinical Commissioning Group

Mark Hooper (MH) - Deaf Positives

		Action
<b>1.</b>	<b>Apologies</b>	
1.1	Apologies received from; Madeline Diver	-
<b>2.</b>	<b>Previous Minutes</b>	
2.1	The previous minutes were agreed.	-
<b>3.</b>	<b>Implementation to Delivery</b>	
3.1	Healthwatch Bracknell Forest satisfied the Local Authority that it was ready to enter the delivery phase of its contract and began operating as planned on the 01 October 2013.	
3.2	The main priority for the coming months is public awareness.  It was recognised that we operate with limited resources. For example, two events had already clashed. JH offered to overcome this by representing Healthwatch at an event organised by Re-Think whilst CT attended the BF Careers Event.	



	<p>The following ways to advertise were agreed, this list is not exhaustive and organic in nature;</p> <ul style="list-style-type: none"> <li>• Banner at Bracknell Rugby Club</li> <li>• Town and Country Article</li> <li>• Partnership poster illustrating the network</li> <li>• Monthly newsletter to be produced</li> <li>• Press releases</li> </ul> <p>Upcoming Booked - Community Events:</p> <p>28/09/13 - Great Hollands Community Centre Open Day          10/10/13 - Bracknell Forest Careers Event          10/10/13 - Re-Think Mental Health Day          14/10/13 - BFC Public Health Event in Owlsmoor</p> <p>To aid the publicity campaign, members agreed to:</p> <ul style="list-style-type: none"> <li>• Publicise Healthwatch at their offices</li> <li>• Represent Healthwatch at relevant events*</li> <li>• Share event details</li> <li>• Introduce their existing groups to Healthwatch</li> </ul> <p>*If was considered acceptable to publicise Healthwatch at any event attended by a partner organisation so long as they were primarily there to promote their individual organisation. It was felt that if the event had been arranged to promote Healthwatch then it would be inappropriate to promote the individuals organisation alongside Healthwatch.</p> <p>Known event details to be collated so that as may as possible could be attended.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• Publicity materials to be prepared</li> <li>• Two additional pop up banners to be ordered</li> <li>• Healthwatch stationary, branding guidelines and key messages to be shared</li> <li>• Feedback form to be produced</li> </ul> <p>Accessibility for the Deaf was raised. MH informed the group that 40% of deaf people had mental health issues. MH offered a sign language taster secession.</p> <p>Work programme to be developed in the new year, following the initial publicly campaign.</p>	<p>-</p> <p>CT</p>
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<p><b>4 Relationships</b></p> <p>4.1</p> <p>4.2</p>	<p>The board was made aware of another organisation in Bracknell Forest using the Healthwatch name.</p> <p>This group’s press release describes them as a watchdog, in summary they have following aims; defend the NHS from privatisation and fragmentation, work with other local community groups, health unions, patients and NHS staff. Campaign for openness and oppose conflicts of interest, provide support and work with Healthwatch.</p> <p>It was agreed that we wanted to engage with this group regarding any health and social care issues that they may be aware of but that the use of the Healthwatch name was misleading and could be confusing to the public.</p> <p>We requested they stop using the name and await the outcome of this. In the meantime we felt this forces us to create distance between ourselves and this organisation until such time that they changed their name.</p> <p>Karen Maskell the Lay Member for Patient and Public Involvement at the Bracknell and Ascot Clinical Commissioning Group attended the meeting. Karen offered to attend all future Project Management Board meetings. This offer was warmly welcomed and agreed.</p>	
<p><b>5 Social Media</b></p> <p>5.1</p>	<p>Healthwatch England are updating our website they are aiming to release this to us by the end of October.</p>	
<p><b>6 Board Partnership</b></p> <p>6.1</p> <p>6.2</p>	<p>It was agreed that Re-Think would make a welcomed addition to the Project Management Board.</p> <p>Outstanding partnership MoU’s to be resolved asap.</p>	
<p><b>7 Any other business</b></p> <p>7.1</p>	<p>CTu suggested that at future board meetings working groups were formed to aid productivity and better make use of the available time.</p>	

