

Project Management Board Meeting

08 December 2015, 14.30 to 16.30

Held at the Space, Market Street

ATTENDANCE

Alison Dowd (AD) - Just Advocacy (Chair)

Joanna Thomas (JT) - Berkshire Autistic Society

Mary Durman (MD) - Wokingham and Bracknell District Mencap

Chris Taylor (CT) - HWBF Coordinator

Sue O'Sullivan (SO) - Public Member

Invited Guests

Maureen Chapman - SEAP

Karen Maskell (KM) - Bracknell and Ascot CCG

AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
1. Apologies	<p>Andrea McCombie (AM) - The Ark Trust</p> <p>Mark Sanders (MS) - Healthwatch Bracknell Forest</p> <p>Jane Figg (JF) - Bracknell Macular Society</p> <p>Louise Kirkham (LK) - Public Member</p> <p>Paul McKillen (PM) - Rethink Mental Illness</p> <p>Peter Tobin (PT) - Public Member</p> <p>Dawn Crisp (DC) - Kids</p>			



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2. Declarations of Interest	Presentations have happened for the Carers tender, waiting to hear who wins the contract. Date unknown.	-	-	-
3. Previous Minutes: Issues arising (not listed on agenda)	Agreed.	Update and publish on website as final	CT	22/12/15
4. Progress on actions from last meeting and review of last month's Healthwatch activities				
DBS Checks	Please provide date and certificate number. To date received Bracknell Mencap, Macular and Public members.	Provide details to CT for collation.	All remaining	12/01/16
Broadmoor	Working protocol has been agreed. Security at their end is being discussed for access to a telephone. We are attending the Patient Assurance meeting in January.			
Enter and View	We have begun visiting GP surgeries. We have visited Heath Hill and Binfield. We have a pre-visit questionnaire, exit questionnaire to ask patients on the day and a series of questions we ask to Practice Managers.			
Project Management Board Charter	Please sign a copy and return. Outstanding: Rethink, SEAP, Kids and Peter.			
Monthly feedback	Completion of monthly feedback forms are very important and must be completed.	Everyone to submit prior to the meeting.	All	-



AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
BASE	Could the voluntary sector be invited to BASE when the topics are relevant? Such as Learning Disabilities.	Investigate	CT	-
Frimley Health	Share on going work in progress update with the Board. This is to be treated as confidential by all.	Send out update	MS	
Urgent Care Centre	CQC report released. A summary was shared at the meeting. The full report: http://www.cqc.org.uk/location/1-1344458583			-
PMB Members	BADHOGS agreed to join being approached and the Alzheimer's Society have agreed to join.	Follow up	AM	-
CQUIN	CQUIN's are extra payments made by the CCG to providers with the aim to improve services.	Share CQUINs with the HW Board for further discussion and input.	MS	-
Share Your Care	This is where local health professionals can search and read an accurate, up-to-date view of your electronic patient information directly from the original record held at your GP Practice. Rather than wait for the GP to send it during opening hours.	Early stage for information only at this time.		
BACCG Comms and Engagement	The draft version of the CCG communication and engagement strategy is coming out in the new year.	Share with the Board when available.	CT	-



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BeHeard (Just Advocacy group)	BeHeard a group of individuals with learning disabilities ran a number of courses introducing professionals to what a learning disability is and ways to interact with individuals. CT went on the course and found it extremely useful.	CT to let CTPLD know how useful this was as it was the last course and he felt it should continue.	CT	-
5. Member updates	See attached reports.			
6. Meetings attended in the period	New Vision of Care Community Partnership Meeting MCA Dols Meeting Safeguarding Adults Partnership Crowthorne PPG Patient Assembly Joint Quality Committee Monthly meeting Frimley Health Frimley Health Public Involvement Group CCG Workshop Meeting CCG Better Futures for All	-	-	-
7. Promotional Events - Current and Future	February Healthwatch Voices Macular Group	All to advise monthly of anything relevant they are attending or are aware of.		



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8. AOB	<p>Joanne advised that she will be leaving BAS at the end of the year.</p> <p>Alison is away on maternity leave.</p> <p>Chair and Vice Chair Bracknell Mencap - Chair - Jan to Mar. Vice Chair - OPEN</p>			
9. Future Meetings	<p>Meetings are every second Tuesday of each month:</p> <p>12 January 2016 09 February 2016 08 March 2016 12 April 2016</p> <p>Time: 2.30pm to 4.30pm Venue: The Space, 20-21, Market Street, Bracknell, RG12 1JG</p>			



Report from consortium partners for Project Management Board

Partner organisation	Bracknell Macular Support Group
Date of Project Management Board meeting	08/12/15
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	-
Details of activities undertaken to promote Healthwatch	
Any meetings/events planned for the month coming? (If so, it would be helpful to include relevant agenda items)	Arranged for HW to come speak to the group in February.
Are there any health and social care issues that are currently impacting (positively or negatively) on the members/clients of your organisation	<p>My patient experience in Ward 4 at Heatherwood was good. My admission was efficient and the staff were friendly. Queries were dealt with. There were not many grumbles from the other patients either which was a good sign. I asked if they had large print menus and the lady that brought the food did make enquiries. I was told that the only large print menus were on eye wards, other wards were expected to help patients with choices. By the time the menu had been read to me and I had made my choices I had forgotten half of the choices. I had been in there two days before I realised that there were bananas on the menu. By the way the menu looked good and the layout looked smart and the food was tasty.</p> <p>I heard that in order to see the doctor of choice at Binfield Surgery, some patients are queueing from 7.30am. A neighbour says that all the appointments were taken by 8.03 am. One particular day, I think this was a Tuesday. The two patients that I spoke to were more concerned about continuity of care than anything. There are quite a few part time doctors in the surgery and at least one of those is on maternity leave.</p>
For signposting, how many clients/families have you directed to existing services? or to Healthwatch	



Report from consortium partners for Project Management Board

Partner organisation	Wokingham, Bracknell & Districts Mencap
Date of Project Management Board meeting	09.12.15
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	Bracknell Learning Disability Partnership Board
Details of activities undertaken to promote Healthwatch	None
Any meetings/events planned for the month coming? (If so, it would be helpful to include relevant agenda items)	Carers Forum Carers Issues Strategy Group
Are there any health and social care issues that are currently impacting (positively or negatively) on the members/clients of your organisation	Wait for Carer's Assessments particularly with Berkshire Carers Service.

