

Project Management Board Meeting

08 March 2016, 14.30 to 16.30

Held at the Space, Market Street

ATTENDANCE

Chris Taylor - HWBF Coordinator

Jane Figg - Bracknell Macular Society

Mary Durman - Wokingham and Bracknell District Mencap (Chair)

Marita Amoros - Just Advocacy

Peter Tobin - Public Member

Invited Guests

Maureen Chapman - SEAP

Karen Maskell - Bracknell and Ascot CCG

AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
1. Apologies	Jane Stanford-Beale - Autism Berkshire Paul McKillen - Rethink Mental Illness Sue O'Sullivan - Public Member Mark Sanders - Healthwatch Bracknell Forest Dawn Crisp - Kids Andrea McCombie - The Ark Trust Louise Kirkham - Public Member			



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2. Declarations of Interest	Healthwatch Bracknell Forest and other consortium organisations are interested in the advocacy contract.	-	-	-
3. Previous Minutes: Issues arising (not listed on agenda)	Agreed.	Update and publish on website as final	Chris	22/03/16
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, Just Advocacy and Public members.	Provide details to CT for collation.	All remaining	-
Broadmoor	We have our phone line in place for Broadmoor. Currently designing a leaflet to define roles between Healthwatch and SEAP.	Call Susanna Leaks at SEAP to discuss HW role	Mark	22/03/16
Enter and View	Enter and view visits have been ongoing to GP Surgeries. Completed reports can be viewed at http://www.healthwatchbracknellforest.co.uk/gp-practice-enter-and-view-reports This will also include the extended hour's service, run by Berkshire Primary Care. An overall report will be completed at the end to share best practice.			



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Adult Social Care	We were involved in the interviewing for the new head of Adult Social Care Health and Housing.	-	-	-
Project Management Board Charter and MoUs	A review of all MoUs and the Charter with partner organisations is to be carried out for the next year.	Contact and discuss with partners.	Andrea	01/04/16
Public Meeting	The public meeting will be held at Easthampstead Baptist Church on 12 April 2016 - 14.30 to 16.30 (Replaces the Healthwatch Board meeting.) Members are to bring stands to promote their organisations to the public.	Send separate emails to all Board Members.	Chris	-
BASE	Could the voluntary sector be invited to BASE (before and after) when the topics are relevant? Such as Learning Disabilities.	Investigate - Ask Dr Martin Kittel and Dr William Tong	Chris	On hold
Enter and View Volunteers	Anyone can become an Authorised Representative for the purposes of Enter and View. See Link for details. http://www.healthwatchbracknellforest.co.uk/volunteer-now			
Accessible Information Standard	Chris presented a summary of the accessible information standard. BHFT have asked, How would we ask the question about people having a disability and if so how should we be communicating with you.	Update Healthwatch information to include questions about communications and respond to BHFT	Chris	31/05/16
5. Member updates	See attached reports.			



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<p>6. Meetings attended in the period</p>	<p>Fire Service Quality Improvement Group Talk to Macular Group Care Quality Commission GP Council Crowthorne Patient Group Joint Quality Committee Frimley Health Parent Carer Forum Event Accessible Information Standard Microsoft UK Tech for Good Prevention and Self Care Board Better Futures for All Berkshire Healthcare Collaboration for Improvement Involve Patient and carer experience group Broadmoor Health and Wellbeing Board Interview new Head of Social Care</p>	<p>-</p>	<p>-</p>	<p>-</p>
<p>7. Promotional Events - Current and Future</p>	<p>March Healthwatch Voices Community Partnership Forum Talk to Macular Group</p> <p>April Forest Health Group Event Crowthorne Patient Group Event Healthwatch Annual General Meeting Frimley Health Plans for Heatherwood</p>	<p>All to advise monthly of anything relevant they are attending or are aware of.</p>		



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8. AOB	<p>Chair and Vice Chair Bracknell Mencap - Chair - Jan to Mar. Macular - Chair - May to July.</p>			
9. Future Meetings	<p>Meetings are every second Tuesday of each month:</p> <p>10 May 2016 14 June 2016 12 July 2016 09 August 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	Wokingham, Bracknell & Districts Mencap
Date of Project Management Board meeting	8 March 2016
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	Carers Tender Meetings Bracknell Carers Forum Parents Forum/Kids event
Details of activities undertaken to promote Healthwatch	Carers coffee morning
Any meetings/events planned for the month coming? (If so, it would be helpful to include relevant agenda items)	Learning Disability Partnership Board Autism Partnership Board Carers Forum Carers Lunch Healthwatch Voices LDPB Health Implementation Sub-Group Autism Berkshire parents group
Are there any health and social care issues that are currently impacting (positively or negatively) on the members/clients of your organisation	There is an issue around Direct Payments and being able to use them to purchase services outside Bracknell Forest. Some people are being told they have to use Bracknell services. We are keeping an eye on this.
For signposting, how many clients/families have you directed to existing services? or to Healthwatch?	5-6



Report from consortium partners for Project Management Board

Partner organisation	Just Advocacy
Date of Project Management Board meeting	08/03/16
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	None
Details of activities undertaken to promote Healthwatch	Gave out leaflets and verbal information.
Any meetings/events planned for the month coming? (If so, it would be helpful to include relevant agenda items)	LD partnership Board
Are there any health and social care issues that are currently impacting (positively or negatively) on the members/clients of your organisation	<ul style="list-style-type: none"> • Cutbacks impacting on people being able to get 1:1 support for holidays. • Police and Social care responded well to concerns raised by a client.
For signposting, how many clients/families have you directed to existing services? or to Healthwatch?	10+



Report from consortium partners for Project Management Board

Partner organisation	Bracknell Macular Support Group
Date of Project Management Board meeting	08/03/16
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	None
Details of activities undertaken to promote Healthwatch	Informed physio.
Any meetings/events planned for the month coming? (If so, it would be helpful to include relevant agenda items)	Bracknell Forest finding your feet – Action for Blind people 10/03/16.
Are there any health and social care issues that are currently impacting (positively or negatively) on the members/clients of your organisation	Reported directly to Chris during Macular talk.
For signposting, how many clients/families have you directed to existing services? or to Healthwatch?	2

