

Project Management Board Meeting

08 September 2015, 14.30 to 16.30

Held at The Space, Market Street

ATTENDANCE

Andrea McCombie (AM) (Part) - The Ark

Louise Kirkham (LK) - Public Member

Jane Figg (JF) - Bracknell Macular Society

Mark Sanders (MS) (Part) - Healthwatch Bracknell Forest

Alison Dowd (AD) - Just Advocacy

Chris Taylor (CT) - HWBF Coordinator

Mary Durman (MD) - Wokingham and Bracknell District Mencap

Joanna Thomas (JT) - Berkshire Autistic Society

Sue O'Sullivan (SO) - Public Member

AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
1. Apologies	James O'keeffe (JK) - Kids (Awaiting new manager) Rethink Mental Illness Peter Tobin (PT) - Public Member			
Invited Guests	Karen Maskell (KM) - Bracknell and Ascot CCG (Awaiting new manager) SEAP			



AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
2. Declarations of Interest	None	-	-	-
3. Previous Minutes:	Agreed	Update and publish on website as final	CT	22/09/15
4. Issues arising (not listed on agenda)				
5. 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 Mencap, Macular and Public members.	Provide details to CT for collation.	All remaining	13/10/15
Broadmoor	Engagement terms ongoing. Productive discussion took place with Department of Health Policy Manager. Attending quality summit.			
Healthwatch Voices (Jointly organised with Involve)	Event will be focusing on Safeguarding Adults. 17 September 2015 - 13.30 to 15.30 in the Forest Suite, Bracknell Sports and Leisure Centre - Register here .	Would be good if every organisation could send a representative	All	15/09/15
Birdsgrove	Waiting for the correct time to become further involved.			



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Enter and View	Meeting 17 September 2015 - 10.30 to 12.30 is planned for all reps to meet each other and discuss the Enter and View work program. Board Members and their organisations volunteers are encouraged to join Enter and View. The next training session is 22 September 2015 - 10.00 to 13.00.		All members are encouraged to attend.	-
Project Management Board Charter	Please sign a copy and return.	-	All remaining	22/09/15
Monthly feedback	Completion of monthly feedback forms are very important and must be completed.	Reminder request prior to the meeting.	CT	25/09/15
Wheelchair Alliance	National Wheelchair Alliance acknowledged HWBF pledge and thanked us for our support.	-	-	-
Self-Care Week	Matt Clift - Project Manager for Prevention and Self Care (BFC) presented on this year's plans for Self-Care Week. Self-Care Week 2015 runs from 16 to 22 November 2015. There will be no questionnaire as in previous years as this year will focus on information giving. MS expressed concern that this would be a missed opportunity and will discuss further with Public Health. HW could provide a questionnaire for handing out, this would need a mechanism for return.	Presentation attached. Investigate cost of providing free post.	- CT	- 13/10/15



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Frimley Health	Meeting next week to discuss ongoing issues such as discharge. Posters are up about relatives meeting with Consultants. PMB Input “92 year old had to wait for 2.5 hrs to have plaster cut off arm.” “Called A+E to ask about current waiting time as had a choice of Hospital, would not say over the phone”.			
GPs	Informed GPs at GP Council that they will be having an Enter and View visit from us. One Practice has been placed into special measures by CQC. DBS Checks. Number of hours open/worked being reviewed. PMB Input “No ID required when picking up someone else’s medication from Surgery”.	Report to be completed	MS MS	- -
Training	Train the trainer Safeguarding has been completed by MS and AM. Care Act Advocacy Training has been arranged. Partner organisations have been invited to attend.			
Patient Groups	Supporting Patient Groups with Communications.			
CCG AGM	CT is attending with a stand about HW and the Patient Assembly, JF offered to attend			



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Health and Wellbeing Board PMB Members	and help. Our Annual Report was presented to the Board and positive comments were received. Further older peoples representation and BADHOGS was discussed. Voluntary sector reps such as COATS was discussed.	Speak to BADHOGS.	JF	13/10/15
6. Member updates	<p>Berkshire Autistic Society Change of Trustees and Staff at BAS. Changing name to Autism Berkshire.</p> <p>Bracknell Macular Support Group Waiting times are much improved at King Edwards. Signage isn't good and doesn't stand out. Transport continues to be an issue. Attends Eye Care Network meetings - HW offered to help with the cost of attending this meeting. See report below.</p> <p>Louise Courses on Wellbeing at the college are not filled up.</p> <p>B&ACCG Went to the Sandhurst Fitness Fun day with CT and also promoted Self-Care. Tweets and Facebook RT's and own posts to promote public engagement with HW. Discussions with</p>	Send details to CT for onward distribution	LK	-



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	<p>NHS Area Team and National Team. Upcoming priorities CCG AGM - 15/09/15 - All invited. Self-Care Week promotion and ensuring HealthMakers and Surgery Patient Groups are involved. Wheelchair Charter - Finding out CCG position - If anyone can feed in user experience please do. HealthMakers - All PMB members encouraged to get members to sign up on next facilitator course. Developing a work plan for filling the diversity/equality gaps in our Patient and Public Involvement. HW Feeding in form, discussing with CCG comms to get wider CCG input.</p> <p>Just Advocacy See report below.</p> <p>Mencap See report below.</p>			
<p>7. Meetings attended in the period</p>	<p>Primary Care Co-Commissioning GP Council Frimley Health Collaborative care for older people CAMHS Summit Prevention and Self-Care Board Joint Quality Committee Community Partnership Forum</p>	-	-	-



AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
	Patient Assembly Broadmoor CCG Primary Care CCG Chair and Lay Member Better Futures for All Collaboration for Improvement Meetings BHFT - Patient Experience and Engagement Group CCG Quality			
8. Promotional Events - Current and Future	September 15 September - CCG AGM 17 September - Healthwatch Voices 19 September - Involve Volunteer recruitment fair.	All to advise monthly of anything relevant they are attending or are aware of.		
9. AOB	Share Ark boundary relationships policy with Joanne. Chair and Vice Chair Mencap - Chair - October Just Advocacy - Chair - Nov. and Dec.		AM	-
10. Future Meetings	Meetings are every second Tuesday of each month: 13 October 2015 10 November 2015 08 December 2015 12 January 2016 Time : 2.30pm to 4.30pm Venue: The Space, 20-21, Market Street, Bracknell, RG12 1JG			



Partner organisation	Just Advocacy
Date of Project Management Board meeting	8 th September 2015
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	None this month
Details of activities undertaken to promote Healthwatch	None this month
Any meetings/events planned for the month coming? (If so, it would be helpful to include relevant agenda items)	None this month
Are there any health and social care issues that are currently impacting (positively or negatively) on the members/clients of your organisation	Nothing to report this month



Partner organisation	Wokingham, Bracknell & Districts Mencap
Date of Project Management Board meeting	8 September 2015
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	None
Details of activities undertaken to promote Healthwatch	None this month
Any meetings/events planned for the month coming? (If so, it would be helpful to include relevant agenda items)	Learning Disability Partnership Board Meeting Bracknell CCG AGM (?) Carers Issues Meeting Thinking Ahead Workshop for carers run by us.
Are there any health and social care issues that are currently impacting (positively or negatively) on the members/clients of your organisation	None specifically



Partner organisation	Bracknell Macular Support Group
Date of Project Management Board meeting	08/09/15
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	No meetings.
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)	
Are there any health and social care issues that are currently impacting (positively or negatively) on the members/clients of your organisation	<p>Asked members for comments on 'new' system at Prince Charles Eye unit.</p> <p>They said - That they are seen quicker and the queues seem to work better. The thing that they don't like is the fact that, in the past, if their eyes were examined and an injection was needed it was done there and then but now they have to return on a different day. This obviously causes travel problems which is upsetting to patients.</p>
For signposting, how many clients/families have you directed to existing services? or to Healthwatch?	

