

Project Management Board Meeting

10 June 2015, 14.30 to 16.30

Held at The Space, Market Street

ATTENDANCE

Jenny Plumb (JP) - (Chair) - Kids

Chris Taylor (CT) - HWBF Coordinator

Joanna Thomas (JT) - Berkshire Autistic Society

Heather Young (HY) - Wokingham and Bracknell District Mencap

Alison Summersbey (AS) - Rethink Mental Illness

AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
1. Apologies	Jane Figg (JF) - Bracknell Macular Society Mark Sanders (MS) - Healthwatch Bracknell Forest Sally Grant (SG) - SEAP Alison Dowd (AD) - Just Advocacy Andrea McCombie (AM) - The Ark Sue O'Sullivan (SO) - Public Member Peter Tobin (PT) - Public Member Louise Kirkham - (LK) - Public Member Karen Maskell (KM) - Bracknell and Ascot CCG			



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2. Previous Minutes:	Agreed	Update and publish on website as final	CT	15/06/15
3. Issues arising (not listed on agenda)				
4. Progress on actions from last meeting and review of last month's Healthwatch activities Public meeting	<p>The public meeting in May was held at the New Priestwood Community Centre, it was well attended by the public and professionals.</p> <p>It provided people with the opportunity to meet to Project Management Board organisations, find out what Healthwatch Bracknell Forest have done over the past year and hear from Berkshire Healthcare how they collect feedback about their services and what they do with this.</p> <p>We received no objections regarding the appointment of the following public members to our Project Management Board; Louise Kirkham, Sue O'Sullivan and Peter Tobin.</p> <p>The total cost of room hire was £34.31 (3 hours).</p>	Appendix 1 - Presentation is attached	CT	-



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DBS Checks	<p>The public members have begun the process of their DBS checks.</p> <p>It was questioned that all the Board members should also provide details of the checks that they have had. It was agreed that the certificate and date of check would be acceptable proof.</p> <p>A question was raised as to whether all the checks would be the same;</p> <p>There are 3 types of check, standard - checks for spent and unspent convictions, cautions, reprimands and final warnings.</p> <p>Enhanced - As above plus relevant information held by local police.</p> <p>Enhanced with list checks - As above plus a check of the DBS barred lists. An employer can only ask for a barred list check for specific roles. It's a criminal offence to ask for a check for any other roles. There are two lists Children and Adults. People on the barred lists can't do certain types of work.</p>	<p>-</p> <p>Provide details to CT for collation.</p>	<p>-</p> <p>All</p>	<p>-</p> <p>14/07/15</p>
Broadmoor	<p>Draft engagement terms being discussed. PLACE Assessments completed.</p>	<p>Await feedback</p>	<p>AM</p>	<p>-</p>



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GP's	<p>Survey live on our website - "Do you think all staff at GP Surgeries (receptionist, nurses, GP's etc.) should have regular DBS checks?" Responses to date; Yes = 53%, No = 14%, I assumed they did = 33%.</p> <p>Questions raised during the meeting? Have receptionist been trained, can they correctly triage patients? Why do some surgeries not allow forward planned appointments? Are there still book prescriptions? Is the cost of letters from GPs fixed or regulated by anyone?</p> <p>Consultation Time Survey</p> <p>Met with 5 Practice Managers to discuss proposals to share good practice and address reoccurring concerns.</p>	Results to be shared at the next meeting.	AM	14/07/15
BHFT PLACE Assessments	West Berkshire Community Hospital and St. Marks has been visited.			
Quality Accounts	All six NHS trust's Quality Accounts have been commented on.			
Annual Report	Our Annual Report is due by the end of June 2015. The results from the 360 degree review will be incorporated.	Complete report. To be presented at the next meeting.	AM/MS	30/06/15



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e-Bulletin	We are aiming to produce an e-Bulletin fortnightly, which summaries news, awareness campaigns, surveys, consultations and upcoming events.			
Feeding back	To help inform people what we are up to we have added a section to our website which highlights what we have done each day.			
Safeguarding	We have joined the Bracknell Forest Adult Safeguarding Partnership Board.			
Healthwatch Voices	The next event is being planned for September which will be jointly run with Involve. This will focus on Safeguarding and the Mental Capacity Act.			
Outpatient Appointments - Frimley Health	Some appointments were being made for patients as far away as Aldershot, Fleet or Farnham, this has been rectified and patients should be offered the opportunity to attend appointments locally.			
Birdsgrove Nursing Home	This has been related inadequate by the CQC, we have committed to follow up.			
Patient Assembly	A section of our website has been dedicated to the Patient Assembly.			
Bracknell and Wokingham College	Health and Social Care Students collected feedback for other students during RAG week.			



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Mental Health	<p>An extra £2.9m is being put into the mental health services provided by Berkshire Healthcare.</p> <p>Berkshire East Quality Committee have made Healthwatch a part of the quorate.</p> <p>Bracknell Forest Council Self-Care are sending our Alternatives A+E Poster to a large number of locations around Bracknell Forest.</p>			
5. Member updates	<p>Wokingham, Bracknell & Districts Mencap Taking the Healthwatch stand to Learning Disability week. Attended a presentation regarding new Carers services across Berkshire.</p> <p>SEAP Sally grant is leaving SEAP on the 25 June. She sends everyone her best wishes. Her replacement will be in contact in the meantime if anyone has any queries please contact Jenny Lewis.</p> <p>Kids Jenny is going on maternity leave from July and this will be her last meeting.</p> <p>Rethink Attending the Berkshire Mental Health User Group and taking along Healthwatch flyers.</p>			



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<p>6. Meetings attended in the period</p>	<p>Health Advisory Group Bracknell and Wokingham College Cluster Workshop Prevention and Self-Care Board Bracknell and Ascot Patient Assembly G3 Visit Task and Finish Group (to consider the impact of population growth and demographic change) Health & Wellbeing Strategy Working Group CCG Comms Crowthorne Action Group Dementia Action Alliance Steering Group Business in the Community CQC Event GP Council Collaborative care for older people Innovation Funding Panel Joint Quality Committee Safeguarding Adults Partnership Board Community Partnership Forum Better Futures for All Collaboration for Improvement Meetings Health and Wellbeing Board</p>	<p>-</p>	<p>-</p>	<p>-</p>



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7. Promotional Events - Current and Future	<p>May B&W College Open Day Our Place Launch Sandhurst Patient Group Meeting Great Hollands Patient Group Meeting</p> <p>June Learning Disability Week 15-19 June - Focusing this year on healthy eating. Crowthorne Action Group AGM</p>	All to advise monthly of anything relevant they are attending or are aware of.		
8. AOB	-	-	-	-
9. Future Meetings	<p>Meetings are every second Tuesday of each month:</p> <p>14 July 2015 11 August 2015 08 September 2015 13 October 2015</p> <p>Time : 2.30pm to 4.30pm Venue: The Space, 20-21, Market Street, Bracknell, RG12 1JG</p>	<p>Please note: Everyone should have received electronic calendar invites for the whole of 2015. If this was not received let Chris know.</p>		

