

Project Management Board Meeting

09 September 2014, 14.30 to 16.30

Held at The Space, Market Street

ATTENDANCE

Emma Taylor (ET) - (Chair) - Deaf Positives

Chris Taylor (CT) - HWBF Coordinator

Jeremy Harding (JH) - Triple A

Sue O'Sullivan (SO) - Public Member

Joanna Thomas (JT) - (Vice-Chair) - Berkshire Autistic Society

Alison Summersbey (AS) - Rethink Mental Illness

Sally Grant (SG) - SEAP

Mary Durman (MD) - Wokingham and Bracknell District Mencap

AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
1. Apologies	Jenny Plumb (JP) - Kids Alison Dowd (AD) - Just Advocacy Andrea McCombie (AM) - The Ark Trust Mark Sanders (MS) - The Ark Trust Peter Tobin (PT) - Public Member Louise Jones - EBE Karen Maskell (KM) - Bracknell and Ascot Clinical Commissioning Group			



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2. Previous Minutes:	<p>Agreed - Spelling of responsible corrected in headings.</p> <p>To save time in the meeting ET suggested that any amendments to previous minutes be shared prior to the meeting. Amendments will then be summarised by CT.</p>	<p>Update and publish on website as final</p> <p>All agreed.</p>	<p>CT</p> <p>All</p>	<p>-</p> <p>-</p>
3. Issues arising (not listed on agenda)	<p>JH - Someone who access's Triple A's service expressed concerns to him that a delay in an assessment for a wheelchair is having a detrimental effect on the individual.</p> <p>JH asked how this should be dealt with.</p>	JH to ask the individual to contact us or to seek permission from the individual to forward contact details.	JH	ASAP
4. Progress on actions from last meeting and review of last month's activities				
Bio and Photo	Bio and Photo for inclusion on website	JT to provide bio and photo	JT	ASAP
Charter	<p>All have signed the charter with the exception of: Just Advocacy, Triple A, Re-think and Peter.</p> <p>An error was found on page 11. Project meetings are every second Tuesday of each month not the first as stated. It was agreed that members would insert the amendment without the need to re-issue and re-sign.</p>	<p>Page 4 to be signed and returned.</p> <p>Page 11 only to be corrected and re-issued.</p>	<p>As noted</p> <p>CT</p>	<p>ASAP</p> <p>ASAP</p>



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Public member for the board	A place remains open for a member of the public to join the project management board. KM/AS have put forward possible suggestions.	Way forward to be agreed	AM/MS	ASAP
Enhanced Criminal Record Background Checks	SO and PT criminal record background check.	Begin process	MS	ASAP
Statement and info for partner websites	Information for inclusion on partner websites.	Prepare and distribute	CT	URGENT
Monitoring	Quarterly monitoring reports to be issued to the Board?	-	AM/MS	-
Board Membership	See previous minutes regarding older people representation - Age Concern was mentioned as a possible addition.	To be discussed at next meeting	AM/MS	-
Services for the Deaf and those where English is a second language	At a Thames Valley wide Local Healthwatch meeting the issues being encountered for the deaf were discussed. After discussion the same issues seem to exist for those where English is a second language. This was later raised to the Thames Valley NHS Quality Surveillance Group as early intelligence. The group agreed to collate information relating to these issues for review. Continued.	See previous minutes for local actions	AM	ASAP



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Self Care Week	<p>Deaf Positives tabled there report relating to access to GP surgeries in the Wokingham area which had been carried out for Healthwatch Wokingham - This was just for early intelligence as it had not been released.</p> <p>ET added - Websites have other language options but where is B.S.L in that list of options?</p> <p>Self Care week runs from 17th to 23rd November 2014. This is organised and coordinated by Bracknell Forest Council. HWBF will have a banner along with information leaflets available all week long in Princess Square. CT asked if the group was willing to get the people the Project Management Board see that week to complete questionnaires to assist in reaching more of the community.</p>	<p>All agreed and requested questionnaires were available as early as possible to ensure they were available to their groups.</p> <p>Post Meeting Note: This has been welcomed by Bracknell Forest Council.</p>	CT to coordinate questionnaires etc.	-
Frimley Park	No report relating to G3 has been received.	Investigate suitable escalation.	MS	ASAP
Wexham and Heatherwood	Working with the Trust to make improvements to paediatrics unit and learning disability paperwork and signage	Update next meeting	MS	-



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CQC Inspections of Primary Care	CT updated the group on the new process for CQC inspections of primary care. Part of the new focus is to look at what patients require. For example if there was an issue booking appointments at a GP surgery. Local Healthwatch will be requested to feed information prior to any inspections. The CQC will also have volunteer lay persons as part of the team. At the moment they are not going to use Healthwatch volunteers for this as they consider this could be a conflict of interest caused by preformed opinions. This is being reviewed by the CQC. They were happy for Patient Participation Group members to volunteer to be part of the inspection teams.			
5. Member updates				
Kids	Moved office and took the Healthwatch banner to Bracknell and Wokingham College Fresher's Fair.	Update contact list and distribute	CT	Issue with Minutes
Re-think	The service is currently being re-tendered. The site where the service is delivered from is being re-developed. The new service is to be recovery focused and community based. The new service will begin in December and is based on payment by results.			
	World Mental Health Day is Friday 10/10/14.			



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	<p>CT came back with the Head of Patient Experience for Berkshire Healthcare to talk to the steering group about what the service does do with feedback. More work is required regarding appropriate access to urgent/crisis care.</p> <p>Triple A Asked where invoices were to be sent.</p> <p>SEAP Attended the Retirement Fair at Ascot. They will be going to each surgery to continue to raise awareness to GP's and Practice Managers about the service.</p> <p>SO Distributed HW leaflets to her Surgery Manager.</p>	<p>Action via the mental health forum.</p> <p>Send to AM</p> <p>CT offered to ask the CCG if it was possible to talk to them all at once at GP Council.</p>	<p>AS</p> <p>-</p> <p>CT</p>	<p>-</p> <p>-</p> <p>ASAP</p>
6. Meetings attended in the period	<p>CCG Governing Body</p> <p>Healthwatch WAM - Retirement Fair Planning</p> <p>CCG Website Working Group</p> <p>Self Care Week Planning Group</p> <p>BAPA Planning Meeting</p> <p>Thames Valley Healthwatch</p> <p>Thames Valley NHS England/Healthwatch</p> <p>Thames Valley NHS England QSG</p> <p>Berkshire Local Healthwatch</p> <p>Berkshire Healthcare / Berks Local Healthwatch</p> <p>Re-think Steering Group</p>			



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7. Promotional Events - Current and Future	<p>August Ascot Retirement Fair</p> <p>September Bracknell and Wokingham Fresher's Fair (Kids) Sandhurst Choose Well Health Event Bracknell and Ascot CCG AGM</p>	All to advise monthly of anything relevant they are attending or are aware of.		
8. AOB	<p>CT reminded everyone about the Bracknell and Ascot Clinical Commissioning Group AGM and planning event and requested where possible their attendance. ET asked is there would be a signer for the deaf.</p> <p>I-Hub HWBF details have been entered, members advised that there was some concern that this was not updated anymore.</p> <p>Board members contact details - for internal use only not for distribution without individual consent.</p>	<p>Find out</p> <p>Investigate further</p> <p>Update contact list and re-issue to all.</p>	<p>-</p> <p>CT</p> <p>CT</p> <p>CT</p>	<p>-</p> <p>ASAP</p> <p>ASAP</p> <p>Issue with Minutes</p>
9. Future Meetings	<p>Meetings are every second Tuesday of each month:</p> <p>14 October 2014 11 November 2014 09 December 2014 13 January 2014</p> <p>Time : 2.30pm to 4.30pm Venue: The Space, 20-21, Market Street, Bracknell, RG12 1JG</p>			

