

## Project Management Board Meeting

**09 February 2016, 14.30 to 16.30**

**Held at the Space, Market Street**

### ATTENDANCE

Chris Taylor (CT) - HWBF Coordinator

Marita Amoros (MA) - Just Advocacy

Peter Bedser - (PB) - Just Advocacy

Jane Figg (JF) - Bracknell Macular Society

Andrea McCombie (AM) - The Ark Trust

Louise Kirkham (LK) - Public Member

Mark Sanders (MS) - Healthwatch Bracknell Forest

Mary Durman (MD) - Wokingham and Bracknell District Mencap (Chair)

Dawn Crisp (DC) - Kids

### Invited Guests

Ann Standen (AS) - SEAP

AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
<b>1. Apologies</b>	Jane Stanford-Beale (JSB) - Autism Berkshire Paul McKillen (PM) - Rethink Mental Illness Peter Tobin (PT) - Public Member Sue O'Sullivan (SO) - Public Member Karen Maskell (KM) - Bracknell and Ascot CCG			



AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
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	CT	23/02/16
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 and Public members.	Provide details to CT for collation.	All remaining	07/03/16
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	MS	08/03/16
Enter and View	Enter and view visits have been ongoing to GP Surgeries. Completed reports can be viewed at <a href="http://www.healthwatchbracknellforest.co.uk/gp-practice-enter-and-view-reports">http://www.healthwatchbracknellforest.co.uk/gp-practice-enter-and-view-reports</a> 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.			



AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
Adult Social Care	We have been asked to be involved in the interviewing for the new head of Adult Social Care Health and Housing.	Ask the public what they would ask. Interviews are on the 04/03/16.	MS	04/03/16
SIGNAL (Carers Service)	The Ark and Wokingham and Bracknell Districts Mencap have been successful in winning the tender to deliver support to carers in Bracknell Forest. Held a meeting with carers to discuss the name for the service, colours, logo and branding.			
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	AM	01/04/16
Public Meeting	After some discussion the following was agreed for the annual public meeting; Hold the meeting centrally. All members to have stands plus invite Involve, CCG, Trusts and Self-Care. The public meeting will be on 12 April 2016 - 14.30 to 16.30 (Replaces the Healthwatch Board meeting.)	Find and book a room and invite guests for the stands.	CT	11/03/16
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	CT	08/03/16
Frimley Health	Wexham Park Hospital has moved from Special Measures to a rating of Good by the Care Quality Commission.			



AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
<p>CQUIN</p> <p>Bracknell Forest Council Intermediate Care</p> <p>Enter and View Volunteers</p>	<p>CQUIN's are extra payments made by the CCG to providers with the aim to improve services.</p> <p>Bracknell Forest Council Intermediate Care service received a rating of Good by the Care Quality Commission. <a href="http://www.cqc.org.uk/location/1-136373381">http://www.cqc.org.uk/location/1-136373381</a></p> <p>Anyone can become an Authorised Representative for the purposes of Enter and View. See Link for details. <a href="http://www.healthwatchbracknellforest.co.uk/volunteer-now">http://www.healthwatchbracknellforest.co.uk/volunteer-now</a></p>	<p>Share CQUINs with the HW Board for further discussion and input once received.</p>	<p>Not received yet, MS is chasing.</p>	
5. Member updates	See attached reports.			
6. Meetings attended in the period	<p>Berkshire Healthcare BACCG Safeguarding forum New vision of care steering group GP Council Community Partnership Forum Better Care Fund Program Board Involve Innovation Funding Panel Patient Assembly BACCG Quality Health and Wellbeing Stakeholder Group</p>	-	-	-



AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
	Bracknell and Wokingham College Health Event			
<b>7. Promotional Events - Current and Future</b>	<p><b>February</b> Health and Wellbeing Event Macular Group Parent Carer Forum</p> <p><b>March</b> Healthwatch Voices</p>	All to advise monthly of anything relevant they are attending or are aware of.		
<b>8. AOB</b>	<p><b>Chair and Vice Chair</b> Bracknell Mencap - Chair - Jan to Mar. Vice Chair - Macular</p>			
<b>9. Future Meetings</b>	<p>Meetings are every second Tuesday of each month:</p> <p>08 March 2016                      12 April 2016 10 May 2016                          14 June 2016</p> <p><b>Time:</b> 2.30pm to 4.30pm <b>Venue:</b> The Space, 20-21, Market Street, Bracknell, RG12 1JG</p>			



**Report from consortium partners for Project Management Board**

Partner organisation	Just Advocacy
Date of Project Management Board meeting	9 <sup>th</sup> February 2016
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	None
Details of activities undertaken to promote Healthwatch	Leaflets and information provided to clients
Any meetings/events planned for the month coming? (If so, it would be helpful to include relevant agenda items)	None
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"> <li>• Positive feedback received regarding the Urgent Care Centre- client seen within an hour on a Saturday.</li> <li>• Advocacy referrals continue to increase following introduction of statutory advocacy under the Care Act.</li> <li>• The time it takes to park at Frimley Park Hospital is still an issue even with upstairs parking opened.</li> </ul>



**Report from consortium partners for Project Management Board**

Partner organisation	Autism Berkshire Jane Stanford-Beale CEO, email ceo@autismberkshire.org.uk
Date of Project Management Board meeting	9 February 2016
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	Autism Partnership Board Bracknell CAMHS Working Group 5 February 2016
Details of activities undertaken to promote Healthwatch	Promoted via the helpline and at multiple community activities in Bracknell ( Youth group, Parent support groups, Home visits, Adult Social group etc) Media campaign for the CAMHS project
Any meetings/events planned for the month coming? (If so, it would be helpful to include relevant agenda items)	Bracknell Parent Carer Forum 27 February 2016 information event for families of disabled children contact dawn.crisp@kids.org.uk
Are there any health and social care issues that are currently impacting (positively or negatively) on the members/clients of your organisation	Ongoing waiting list issues for CAMHS and adult diagnosis. General cutback within local government, difficulties accessing short breaks/respite, difficulties in finding appropriate training and employment, difficulties dealing with the Police.



For signposting, how many clients/families have you directed to existing services? or to Healthwatch?	80+
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**Report from consortium partners for Project Management Board**

Partner organisation	Wokingham, Bracknell & Districts Mencap
Date of Project Management Board meeting	9.02.15
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	Bracknell Carers Forum Learning Disability Partnership Board Health & Well-Being board Carers Tender Contract meetings Carers Focus Group meeting
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)	Carers Forum





<p>Are there any health and social care issues that are currently impacting (positively or negatively) on the members/clients of your organisation</p>	
<p>For signposting, how many clients/families have you directed to existing services? or to Healthwatch?</p>	<p>1</p>

Update from Karen Maskell - Bracknell and Ascot Clinical Commissioning Group

### **Business as Usual**

#### **Governing Body meeting in Public**

I have attached the briefing note from the meeting which provides a good summary of the meeting. It was great to see several members of the public attending Governing Body especially as 3 were new faces, who showed a keen interest in Local Health Commissioning. I encouraged all three to get involved with their local surgery Patient Groups.

#### **GP Council**

Sadly invites and papers to the Patient Representatives were extremely late due to further resource issues within the admin team and as a result no one was able to attend. Going forward we need to agree the format by which ALL the Patient Assembly representatives are advised of the agenda so they are able to discuss their own groups and provide any feedback to the cluster representatives we also need an agreed format for the Cluster Representatives to report on the meeting and any further information requests as a result to the meeting.

#### **Community Partnership Forum**



This public meeting covering all three east Berks CCGs are moving to bi monthly but need a clear communication plan to align the agenda with the working of the CCG federation so the public hear have a real opportunity to hold two way conversations and have a real input into commissioning decisions.

### **Self Care & Prevention Board**

Steve Tickner has been appointed to the role of Patient Partner on the board. We are looking at how to ensure he is able to network with a wide variety of patient & public groups to keep informed. Building a relationship with Patient Assembly and Healthwatch will be first priority.

### **Projects**

#### **Better Futures for All**

Helen Graham has joined the Better Futures for all board as a Patient Partner. As with Steve she will be building networks, and is already a member of her surgery patient group and runs a local NRAS group covering three counties Surrey Hants & Berks ( Frimley footprint).

<http://www.bracknellandascotccg.nhs.uk/our-work/better-futures-for-all/>

#### **HealthMakers**

In the process of selecting a host organisation. Please can you promote the Self Management courses to anyone you support who is living with a long term condition. Two to start next week details on the CCG website.

<http://www.bracknellandascotccg.nhs.uk/getting-involved/healthmakers/>

#### **College Wellbeing event**



Promoting NHS England/ CCG involvement opportunities and HealthMaker. Great event , spoke to about 30 students about the work of the CCG, most were interested in the 6 day access to GP's and some interest in getting involved locally.

### **New Visions of Care**

Good engagement in this project all details here

<http://www.bracknellandascotccg.nhs.uk/our-work/a-new-vision-of-care/>

### **Share Your Care**

Every household covered by the 15 practices should have received a leaflet on this. There was limited public involvement in the leaflet production but resource issues did reduce this from original intentions. Going forward I hope to see much more involvement and improved communications.

<http://www.bracknellandascotccg.nhs.uk/our-work/share-your-care/>





## **Briefing from Governing Body meeting by Bracknell and Ascot Clinical Commissioning Group**

**13 January 2016**

This briefing is intended to give a summary of the key areas of discussion and decisions at the meeting of the Governing Body of Bracknell and Ascot Clinical Commissioning Group and is intended for circulation. The minutes will provide the official record of the meeting.

### **Chief Officer Report: Highlights for this month include:**

- John Lisle has been appointed to be Accountable Officer for the CCG and will take up the role in May. Paul Sly will continue as an interim and will plan for a handover for a smooth transition.
- The plan for improving children and adolescent mental health services (CAMHS) has been fully assured by NHS England and funding will be made available to implement it. This includes funding to improve access and waiting times for children's eating disorders services.
- Detailed planning guidance has now been received from NHS England and confirmation on funding allocations for next year (see below under finance for details).
- A newly established Equality and Diversity Steering Group has been set up to oversee delivery of recommendations following a review of Equality and Diversity objectives in the CCG.
- Three further schemes were agreed as part of the plans for ensuring system resilience during winter. These were improving support for patients at high risk of unplanned admissions, provision of 'key safes' to ensure patients can be safely discharged home allowing carer access and additional patient transport vehicles to support discharges.
- Strong performance at Frimley Health, in particular Wexham Park A&E, so far this winter. Pressures on local health services continue to be present and the focus of winter plans are to ensure patients can move safely through the hospital and back home.
- HealthMakers project is commended and other CCGs could learn from this approach to engagement.
- Extended hours in primary care started on 1 December 2015, offering routine appointments in evenings and Saturday mornings at Boundary House Surgery. Appointments are available with GPs, nurses and other clinicians and will support people who find it difficult to attend appointments during the working week. Appointments are in addition to what is provided in each GP practice and patients can book an appointment through their own GP practice.
- Stroke services are being reconfigured across east Berkshire to ensure all suspected stroke patients are conveyed to a Hyper Acute Stroke Unit so they have the best care available.

### **Quality and non-financial performance**

#### **Highlights from the Quality and Performance Scorecard:**

- Wexham Park Hospital continues to demonstrate overall improvements in quality and performance.
- Expecting to see improvements in 6 week diagnostic waits.
- Concerns about the cancer waits at Royal Berkshire Hospital; these are being monitored closely.



- Performance of stroke services at Wexham continues to cause concern. Progress has been made in developing a new model of care, with Wexham proposed to focus on rehabilitation, but this is not yet implemented. The CCG is working with the trust on the improvements needed.

#### **Quality Report highlights:**

- Assessments for looked after children are particularly important and the CCG is working with partners to improve the timeliness of assessments and have implemented an escalation process to identify when the CCG needs to intervene.
- Quality and performance of the ambulance service remains of concern. The trust have been under pressure from recruitment issues. This is a Thames Valley-wide contract and meetings are taking place to identify what they need to do to improve performance and to monitor this going forward.
- Falls assessments should take place within 24 hours of admission. It has been noted that this is not always happening for older adults with mental health problems such as dementia where the risk is as great as for people with physical health problems. This is again being progressed.
- Significant improvement has been made in training for safeguarding.
- The Urgent Care Centre has been inspected by the CQC and the report was published before Christmas. The rating was 'requires improvement'. The CCG is working with the provider to ensure improvements are made.
- CQC reports relating to Frimley Health are imminent. There will be two reports to recognise the two previous trust ratings and any changes.

**Finance:** At month 8 the CCG is reporting on plan with a year to date surplus of £1.5m and a year-end surplus of £2.3m. A number of pressures continue to impact relating to the mental health placements budget and independent sector acute and the CCG's main acute providers. Conversely, forecasts have reduced for Individual Funding Requests, Free Nursing Care and Continuing Healthcare areas. Quality, Innovation, Productivity and Prevention (QIPP) plans have seen £2m savings against a target of £3m.

Nationally, an additional £3.8 billion has been awarded to the NHS and has been allocated across the various areas of the NHS for 2016/17 and beyond. Four objectives were set by NHS England:

- Equality across the country – no CCG should be more than 5% below their target allocation.
- Improving financial sustainability, in particular addressing provider deficits in 2016/17.
- System-wide transformation - £2.1billion placed in a national fund available from 2017/18 onwards.
- Bring together the funding streams for commissioning – CCG, primary care and specialist commissioning funding is gradually coming together.
- Funding allocations for CCGs have now been announced.
- Nationally CCG funding increased by 3.4% - BACCG increase of 4.5%
- National primary care funding increased by 4.2% - BACCG increase of 5.1%
- National specialist commissioning increased by 7.0% - BACCG increase of 7.9%



The CCG is now very close to its “target” funding allocation. Funding for IT (information technology) in GP practices and CAMHS (see above) is included as part of the overall CCG funding increase, and we are currently assessing other policy requirements to be met from the funding increase. We are now working up the CCG budget for 2016/17 and estimate a £5m gap needs to be addressed.

**Refreshing the 5 year strategy:** A shortened and refreshed strategy has been developed to help guide the production of the operational plans. It is proposed that the ‘footprint’ for the strategy is expanded to reflect Frimley Health Foundation Trust. The strategy includes the vision statement ‘thinking locally, working together’ which is consistent with the approach the CCG has been taking. The vision can be represented with the patient in the centre surrounded by levels of care starting with self-care and moving out towards community, hospital and specialist care. The revised strategy reinforces the importance of patient and clinical engagement and identifies five themes: Self management and prevention; Primary care; Person centred coordinated care; Elective care; Urgent care. Key to this work is engaging our partners, patients, carers and the public throughout.

**New Vision of Care:** A short film was shown at the meeting and this is available on the CCG website to illustrate the approach that has been taken for this project. What has felt different with this initiative is the level of engagement with relevant organisations, clinicians and other professionals, patients and the public. We have a model of care that we can all agree will deliver the improvements in care that we all want to see, moving to integrated services that are proactive in their approach to care rather than waiting for a problem. Some elements of the model are already being delivered through the Better Care Fund, others will take some time as we work with partner organisations to change the way we work.

**Communications and Engagement:** Highlights for this month include:

- Recent meetings of the Community Partnership Forum have discussed child and adolescent mental health, Flu, Share Your Care and Care.data. The next meeting is at 6.30pm on 21 January at Holiday Inn Hotel, Maidenhead. All are welcome and details are available on the CCG website.
- The communications and engagement strategy is being reviewed and views are being sought.
- The CCG is seeking a community organisation to host and develop HealthMakers for the future.

All papers discussed at the meeting are available on the CCG website. Click [here](#) to read.

