

Project Management Board Meeting

10 February 2015, 14.30 to 16.30

Held at The Space, Market Street

ATTENDANCE

Joanna Thomas (JT) - (Chair) - Berkshire Autistic Society	Mark Hooper (MH) - Deaf Positives
Chris Taylor (CT) - HWBF Coordinator	Sally Grant (SG) - SEAP
Mark Sanders (MS) - Healthwatch Bracknell Forest	Andrea McCombie (AM) - The Ark Trust
Sue O’Sullivan (SO) - Public Member	Vicky Mollart - (VM) - Just Advocacy

AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
1. Apologies	Jenny Plumb (JP) - (Vice-Chair) - Kids Jeremy Harding (JH) - Triple A Peter Tobin (PT) - Public Member Alison Dowd (AD) - Just Advocacy Mary Durman (MD) - Wokingham and Bracknell District Mencap Louise Jones (LJ) - EBE Alison Summersbey (AS) - Rethink Mental Illness Karen Maskell (KM) - Bracknell and Ascot Clinical Commissioning Group Tracey Hedgecox (TH) - Age Concern Bracknell Forest Jane Figg (JF) - Macular Society			



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2. Previous Minutes:	Agreed.	Update and publish on website as final	CT	12/02/15
3. Issues arising (not listed on agenda)	None.	-	-	-
4. Progress on actions from last meeting and review of last month's Healthwatch activities				
Public members for the board	The April Project Management Board Meeting will be a public meeting and held at Easthampstead Baptist Church (14 April 2015 - 14.30 to 16.30). We will aim to have the public members of the PMB finalised and announced at this meeting. This meeting is still for all the PMB members to attend.	Write up process and begin new election of members	AM	20/02/15
Enhanced Criminal Record Background Checks	SO and PT criminal record background check	Begin the process	SO/PT	20/02/15
Raising community awareness	We are in the process of updating all our literature. These will then be distributed widely throughout the community.	Prepare and distribute	CT	27/02/15



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Website accessibility	The majority of the votes on the poll about the use of BrowseAloud told us that users ever did not use it, or when they did that they did not find it useful. We have therefore let the contract expire. The website can be translated into different languages and BrowseAloud have a free alternative, which will read words on a screen to users, this along with the instructions to assist accessibility have all been moved to the top left of every page.	-	-	-
Reporting in Template	To enable partners to feed in prior to meetings a template will be created and distributed.	Produce draft and distribute	AM	20/02/15
	Feedback received so far from members was that the activities should relate to Healthwatch and any relevant events. Any new or changes to health and social care information they are aware of and any specific feedback they want to raise from their organisations members.	All members to complete on request and submit 1 week prior to the PMB meeting.	All to note CT to issue	27/02/15
	Reporting periods will be monthly. I.e. for the next meeting the report will be for February and discussed at the March PMB meeting.			
	These can then be presented and discussed in the members update section of each PMB meeting.			



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New Staff Structure	The Board was asked to be involved in the recruitment process and assist at the interview stage for a new part-time Senior Administrator.	Once dates of interviews are known, request availability of Board members.	CT	-
Frimley Health	<p>Changes made in G3 as a direct result of intervention and policy being looked at with regards to internal investigations.</p> <p>One new report of issues on G3 (brought to trust's attention) and one on F14 (to be discussed with trust).</p> <p>A range of other issues to be discussed such as A&E experience and staff care.</p> <p>Andrew Morris the Chief Executive is retiring.</p> <p>Discharge in general is a concern, which the CCG are working with Frimley with. Seen examples of discharge letters to GP's that are blank.</p>	<p>Hold a meeting with Frimley health to discuss ongoing collaborative working arrangements as some issues have changed which limit chances previously held to meet heads of departments etc</p>	MS	-
Bridgewell	Meeting held with Frimley Health and Social Care. Some minor changes put in place. MS has escalated as the CCG are experiencing similar issues with delayed or inappropriate discharge.	MS to attend relevant meetings to discuss.	-	-
Broadmoor	Meetings held with Broadmoor and SEAP. Some synergy and HWBF will be able to have	Writing a protocol for working with	-	-



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	<p>a desk and space within advocacy office in Broadmoor.</p> <p>Seen new bedrooms for the new build and a lot better. Some discussions to be had re games consoles and internet access.</p> <p>Trust due to be CQC again between April and June.</p> <p>Two years for the new hospital to be completed.</p>	<p>Broadmoor (changing SEAP agreed one), planning to be there 1 day a week.</p> <p>Discussion to be had with CQC prior to this.</p>		
	<p>GP's Some discussions held re DBS checks within GP practice and what is good practice compared with guidelines. All 15 GP's to receive offer to work with them (for additional monies) to give view on how they are doing and look at quick fixes.</p>	<p>Prepare offer</p>	<p>MS</p>	
Better Care Fund	<p>Poll to be placed on our website to see how the public feel about the level of DBS checks.</p> <p>Meetings held. Aspects for the better care fund will be around local self help , falls advisors and local service integration.</p>		<p>CT</p>	<p>20/02/15</p>
Prime Ministers Challenge Fund	<p>Is a pot of money available for CCG to look at primary care and making it better over 1 year. Unlikely Bracknell will get this money but some of the ideas by the public and HWBF</p>			



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Quality Meeting	will be looked at with a view to taking forward (appointments, etc.). Current issues around caesarean rates in all local acutes. Frimley Park appear to be getting worse in response rates for stroke and in a couple of other areas. Some questions being asked as to whether this is an acquisition affect or whether there are specific reasons.			
Macmillan support at The Bracknell Health Space	Some questions raised and some answers got with regards Macmillan nurses and volunteers at The Health Space. One person will volunteer and knows others who will as a result of us asking BHFT about it.			
Bracknell Health Space	Some issues re outpatients appointments from Frimley being given for Aldershot and Farnham hospital which has been taken up and may lead to a bigger piece of work.			
PROBUS	Specific compliment from PROBUS re a Healthwatch talk given at their recent lunch and some good feedback and questions asked re colostomy bags replacement.			
Public involvement with NHS and Social Care	Consultations and surveys do not come out early enough for proper public engagement and involvement.	Continue to highlight this as required.	All	-



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Heatherwood Site	Our latest update is that this is to be a 52 bed elective surgery, fed from Frimley and Wexham Park. Opening in about 2 years.			
5. Member updates	<p>SEAP</p> <p>Continuing to work with the Wexham Park complaints team. The new care act is likely increase advocacy as it will open to carers. Bracknell, Wokingham and Slough are looking likely to roll over the advocacy contract to 2016. Going to be changes to reporting, trends are difficult to find for Bracknell as there are only small numbers.</p> <p>Just Advocacy Alison has arranged to go to the BeHeard group to give an update on Healthwatch.</p> <p>Deaf Positives Action National news has been talking about how 40% of deaf people have a mental health issue. Looking at ways to help provide support for this.</p> <p>Frimley Park service for the deaf was very good. At the Heatherwood Site aware of a concern that they refused to book interpreters.</p>	<p>MS offered find out from BHFT if this national statistic was the same for Bracknell Forest.</p> <p>MH to send us details about this for investigation.</p>	<p>MS</p> <p>MH</p>	<p>10/03/15</p> <p>20/02/15</p>



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	Mark's new email address is mark@deafpositivesaction.org			
6. Meetings attended in the period	Broadmoor GP funding Frimley Health GP Council Health Overview and Scrutiny Dementia Action Alliance HW volunteers Community Partnership Forum Innovation Funding Assessment Panel Berkshire East Quality Committee Involve Patient Assembly ASCH & H Annual report Sandhurst Practice Prevention and Supported Self Care Board Primary Care Transformation Steering Group BACCG Strategy Meeting	-	-	-
7. Promotional Events - Current and Future	March Age Concern - Health Event NHS England Patient Group Event.	All to advise monthly of anything relevant they are attending or are aware of.		
8. AOB	Enter and View Training A separate email has been sent out to all members of the PMB. If we were to get a large number of people signed up then this	All PMB members to make their volunteers aware of enter and	ALL	-



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	<p>would be a very small time commitment for volunteers and should not interfere with any other commitments they already have.</p> <p>GP Council A 15 minute slot has been added to the agenda for public feedback and this is to be shared with the CCG.</p> <p>BFC Local Account In a similar way to the comments that were made on NHS quality accounts, we will be offered the opportunity to comment on the local account. The draft must be kept confidential.</p> <p>Self care week text analysis The returned questionnaires from Self Care week are being reviewed by us.</p> <p>Safeguarding Both Andrea and Mark are carrying out train the trainer safeguarding, so that this can be delivered to the Healthwatch volunteers.</p> <p>Partnership Boards Members were asked to make it clear at the partnership boards that they also represented Healthwatch. Feedback will come via us and the representative not the other way around.</p>	<p>view and encourage them to join.</p> <p>Will forward to the PMB once received, with deadline for return.</p> <p>Report on results</p> <p>Members to provide dates of partnership boards so that information can be prepared ahead of time.</p>	<p>CT</p> <p>AM</p> <p>ALL</p>	<p>Unknown</p> <p>27/02/15</p>



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<p>9. Future Meetings</p>	<p>Meetings are every second Tuesday of each month:</p> <p>10 March 2015 14 April 2015 (Venue change) 12 May 2015 09 June 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>		

