

Project Management Board Meeting

10th September 2013, 2.30pm

Held at The Space, Market Street

Attended by;

Mary Durman (MD) - Wokingham and Bracknell District Mencap

Clare Turner (CTu) - Kids

Alison Dowd (AD) - Just Advocacy

Jennifer Kelsey (JK) - Just Advocacy (part-time)

Sally Grant (SG) - SEAP

Andrea McCombie-Parker (AMcP) - (part-time) - The Ark Trust

Chris Taylor (CT) - HWBF Coordinator

Darren Holmes (DH) - (part-time) - The Ark Trust

Jeremy Harding (JH) - Triple A

Alex Pierce (AP) - EbE²

		Action
1.	Apologies	
1.1	Apologies received from; Mark Hooper - Deaf Positives Rosie Franklin - Berkshire Autistic Society Madeline Diver	-
2.	Previous Minutes	
2.1	The previous minutes were agreed as accurate except for a member's name which was spelt wrong, to be corrected.	CT
3.	Update on Implementation	
3.1	Draft position statements and policy documents were presented to the Board for discussion. These included; <ul style="list-style-type: none"> • Health Overview and Scrutiny • Enter and View • Volunteers • Safeguarding • Data Protection 	



3.2	The Board agreed to the proposal that Kids take lead with the Bracknell Forest Council Health Overview and Scrutiny Panel. This arrangement is intended to overcome any possible conflict of interest that might exist with the Health and Wellbeing Board. This is to be carried out under a separate memorandum of understanding to be drafted and agreed.	AMcP/CT
3.3	The question ‘What is the procedure when an issue overlaps with another local Healthwatch?’ was raised. Guidance to be sought from Healthwatch England.	CT
3.4	Enter and View was recognised as an important tool for gaining views. Its procedures and the training of volunteers was considered particularly important.	
3.5	Healthwatch Bracknell Forest to inform organisations about its role of Enter and View once the procedures are in place.	CT
3.6	Enhanced criminal record background checks are a requirement under law for any volunteer carrying out Enter and View, it was agreed these would be evaluated by the Board on an individual basis.	
3.7	All policies to have an introduction outlining what the policy is for.	CT
3.8	All policies will be under constant and continual review and updated as necessary.	ALL
3.9	Healthwatch Bracknell Forest aiming to hold public elections to the Board for lay members for the middle of December 2013.	Note
3.10	An acronym list was requested. DH advised that the NHS had a list which he would Tweet. Healthwatch Bracknell Forest to work up a list to include on the website.	CT
4.	Relationships	
4.1	Berkshire Healthcare NHS Foundation Trust	
4.1.1	At a meeting along with the other Berkshire Healthwatch organisations it was agreed how the trust would represent Healthwatch on their website. The trust also explained how they deal with comments, concerns and complaints about their services. How Healthwatch fits into this will require further discussion.	



4.2	Bracknell and Ascot Clinical Commission Group (CCG)	
4.2.1	Draft Memorandum of Understanding awaiting final approval by the CCG. The Healthwatch Board agreed it had no objections to this being made a public document once it was agreed and signed by both parties.	
4.2.2	Karen Maskell - Bracknell and Ascot Clinical Commissioning Group Lay member for Public and Patient involvement to attend next Healthwatch Bracknell Forest Board meeting to introduce herself.	
5.	Social Media	
5.1	Healthwatch England will be updating the website to be based on the template at www.healthwatch.co.uk	-
6.	Community engagement plans	
6.1	The 1 st community engagement is planned for 28 September at the Great Hollands Community Centre open day. The end of the big public awareness campaign will be at Self Care week on the 24 November 13.	
6.2	Leaflets to be sent to Board members for inclusion in any mail outs that are carrying out.	
6.3	The Board was requested to advise Healthwatch of any event dates that they were aware of that would be suitable for Healthwatch to attend.	
6.4	Board members to advise if they were aware of any Volunteers that could help out during launch.	
7.	Outstanding Partnership Memorandum of Understanding and proposals of new members	
7.1	SEAP MoU verbally agreed, written MoU to be formally issued to SEAP.	CT
7.2	Just Advocacy MoU to be completed.	JK/AMcP
7.3	Triple A MoU to be re-issued.	AMcP
7.4	It was agreed by the Board that there was currently a good cross section of representation.	



8.	Any Other Business	
8.1	Board member contact details to be shared amongst the members.	CT
8.2	NHS England Call to Action has no mention of Healthwatch. To be investigated further.	CT

