

Project Management Board Meeting

10th December 2013, 2.30pm

Held at The Space, Market Street

Attended by;

Mary Durman (MD) - Wokingham and Bracknell District Mencap

Rosie Franklin (RF) - Berkshire Autistic Society

Alison Dowd (AD) - Just Advocacy

Andrea McCombie-Parker (AMcP) The Ark Trust

Mark Sanders - (MS) The Ark Trust

Chris Taylor (CT) - HWBF Coordinator

Madeline Diver (MD) - Co-opted Representative for Urgent Care

Emma Taylor (ET) - Deaf Positives

		Action
1.	<p>Apologies</p> <p>Apologies received from;</p> <p>Clare Turner (CTu) - Kids</p> <p>Maureen Chapman (MC) - SEAP</p> <p>Karen Maskell (KM) - Bracknell and Ascot Clinical Commissioning Group</p> <p>Jeremy Harding (JH) - Triple A</p> <p>Alex Pierce (AP) - EbE²</p>	-
2.	<p>Previous Minutes</p> <p>The previous minutes were agreed.</p>	-
3.	<p>Forward Plan</p> <p>CT tabled for discussion the draft forward plan due for submission to the Health and Wellbeing Board. This included;</p> <ul style="list-style-type: none"> • An introduction which looks back to set the scene moving forward. • Recent and future public engagement plans. 	



	<ul style="list-style-type: none"> • Digital engagement - Links to HWBF on all partner websites was added to the plan, this will assist visibility. • Professional Relationships - CT advised that these need to be considered further and split up amongst the Board to ensure that relationships can be formed and maintained with all interested parties. • Evidence and feedback - MD advised that Healthwatch WAM were conducting a survey to investigate the use of 111, this along with Ambulance waiting times to be added to possible future plans. <p>CT requested that partners provide any information that they are aware of for further consideration and possible inclusion in the forward plan.</p> <p>ET advised that there was a lack of interpreters in Dentists and GP Surgeries.</p> <p>It was discussed that any information provided by partners must include evidence of need and come from a secondary source such as a user of their service.</p>	<p>ALL</p> <p>ALL</p>
<p>4.</p>	<p>Delivery</p> <p>Public and Professional awareness of Healthwatch remains key.</p> <p>Partners to provide dates of events they are aware of or attending and to promote Healthwatch at every opportunity.</p> <p>To assist this CT handed out; Healthwatch leaflets Key Messaging document Delivering effective local Healthwatch document</p> <p>It was agreed that CT would produce a presentation to be delivered to the Board at the next meeting. This is intended to assist in preparing the Board and to create a standard for everyone to work from.</p> <p>Professional relationships - The time required interacting and working with all these parties must be reviewed by the Board.</p>	<p>-</p> <p>CT</p> <p>ALL</p>



