

Project Management Board Meeting

10 November 2015, 14.30 to 16.30

Held at the Space, Market Street

ATTENDANCE

Alison Dowd (AD) - Just Advocacy (Chair)

Joanna Thomas (JT) - Berkshire Autistic Society (Part)

Mark Sanders (MS) - Healthwatch Bracknell Forest

Mary Durman (MD) - Wokingham and Bracknell District Mencap

Chris Taylor (CT) - HWBF Coordinator

Sue O'Sullivan (SO) - Public Member

Jane Figg (JF) - Bracknell Macular Society

Louise Kirkham (LK) - Public Member

Invited Guests

Natasha Jacobus - SEAP

Karen Maskell (KM) (Part) - Bracknell and Ascot CCG

AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
1. Apologies	<p>Andrea McCombie (AM) - The Ark (Awaiting new manager) Rethink Mental Illness</p> <p>Peter Tobin (PT) - Public Member</p> <p>James O'keeffe (JK) - Kids</p>			



AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
2. Declarations of Interest	<p>Bracknell Mencap have partnered with two tenders for the new Carers project.</p> <p>Healthwatch Bracknell Forest has submitted a bid for the new Carers Project and has made it to the presentation stage.</p>	-	-	-
3. Previous Minutes: Issues arising (not listed on agenda)	Agreed with minor corrections.	Update and publish on website as final	CT	17/11/15
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	08/12/15
Broadmoor	West London Mental Health, NHS England and Department of Health have agreed with the working protocol. Aiming to begin attending their meetings early next year.			
Enter and View	We will be visiting GP Practices, beginning with Binfield and Heath Hill. We are collecting intelligence from multiple sources for example, the CCG patient survey highlights that people have confidence and trust in their GP and Nurses at Heath Hill but that there is a long wait to be seen. We are also asking people to feedback via our website.			



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Project Management Board Charter	Please sign a copy and return. Outstanding: Rethink, SEAP, Kids, BAS and Peter.	Chase individually.	CT	17/11/15
Monthly feedback	Completion of monthly feedback forms are very important and must be completed.	Everyone to submit prior to the meeting.	All	-
BASE	Could the voluntary sector be invited to BASE when the topics are relevant? Such as Learning Disabilities.	Investigate	CT	08/12/15
Healthwatch Contract	The contract had been extended for 1 year we were then told it would be 6 months this was challenged and put back to a year's extension.	-		
Frimley Health	Working together well at the moment. Working on a joint report with Frimley Health to highlight to Patients the changes that have been made. Corridors at Wexham Park have been painted in different colours to aid accessibility. In the future they plan to include pictures, colours and words on letters to patients to make it easier to navigate the hospital.	Send out update about things currently going on with Frimley Health	MS	- -
Urgent Care Centre	Waiting for the CQC report to be released we will be carrying out an enter and view.	Any feedback about UCC would be useful.	All	-
PMB Members	Further older peoples representation... BADHOGS being approached and the Alzheimer's Society have agreed to join.	Speak to BADHOGS.	JF	-



AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
<p>Health and Social Care Students</p> <p>CQUIN</p>	<p>Presented to the new students at Bracknell and Wokingham College. They will be arranging a Health event at the college. Volunteers have offered to come help out with Healthwatch. Frimley Health have agreed to engage with the college.</p> <p>CQUIN's are extra payments made by the CCG to providers with the aim to improve services. However as an example Frimley Health are being paid extra money to fill in discharge summaries.</p>	<p>Share CQUINs with the HW Board for further discussion and input.</p>	<p>MS</p>	
<p>5. Member updates</p>	<p>See attached reports.</p> <p>JF - Visited Heatherwood Hospital for a pre-op assessment, the whole process took 2 hours and was very efficient. Didn't see any information about Healthwatch there. Only downside was that they hadn't kept the patient involved. King Edward - Some say that following diagnostic they are left not knowing what to do next.</p> <p>MD - How is whiplash diagnosed if the patient has limited communication.</p>			



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6. Meetings attended in the period	CCG Governing Body Advocacy Conference Enter and View Training Community Partnership Meeting Collaborate Care for Older Citizens Innovation Funding Panel Joint Quality Committee CCQ Quality lead Involve AGM MCA/DOLS Training Health and Wellbeing Board Strategy Better Futures for All Joint Commissioning Healthwatch Reading CQUINs Workshop Presentation to H&SC Students	-	-	-
7. Promotional Events - Current and Future	November: Self-Care x2 Princess Square No One is an Island Patient Group Event Sandhurst Patient Group Event January Healthwatch Voices February 2016 Macular Group - 15/02/15	All to advise monthly of anything relevant they are attending or are aware of. Talk to the group	 MS	
8. AOB	Boundary relationships policy issues.	Share Ark's policy with Joanne.	AM	10/11/15



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	<p>Chair and Vice Chair Just Advocacy - Chair - Dec. Bracknell Mencap - Vice Chair - Dec.</p>			
<p>9. Future Meetings</p>	<p>Meetings are every second Tuesday of each month:</p> <p>08 December 2015 12 January 2016 09 February 2016 08 March 2016</p> <p>Time : 2.30pm to 4.30pm Venue: The Space, 20-21, Market Street, Bracknell, RG12 1JG</p>			



Report from consortium partners for Project Management Board

Partner organisation	Berkshire Autistic Society
Date of Project Management Board meeting	10/10/15
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	Bracknell Adult Autism Partnership Board Wokingham Adult Autism Partnership Board
Details of activities undertaken to promote Healthwatch	5 week Post Diagnosis course (finishing this week)
Any meetings/events planned for the month coming? (If so, it would be helpful to include relevant agenda items)	
Are there any health and social care issues that are currently impacting (positively or negatively) on the members/clients of your organisation	Family struggling to get Adults Autism Team to respond to meeting requests.
For signposting, how many clients/families have you directed to existing services? or to Healthwatch?	



Report from consortium partners for Project Management Board

Partner organisation	Bracknell Macular Support Group
Date of Project Management Board meeting	10/11/15
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	-
Details of activities undertaken to promote Healthwatch	Asked group for comments on Hospital visits for Healthwatch.
Any meetings/events planned for the month coming? (If so, it would be helpful to include relevant agenda items)	-
Are there any health and social care issues that are currently impacting (positively or negatively) on the members/clients of your organisation	Increasingly I'll informed about their conditions. Next steps etc. Transport is still an issue.
For signposting, how many clients/families have you directed to existing services? or to Healthwatch	2



Report from consortium partners for Project Management Board

Partner organisation	Public Board Member – Bracknell and Wokingham College Employee
Date of Project Management Board meeting	10/11/15
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	N/A
Details of activities undertaken to promote Healthwatch	Learners signposted to website to share and family and friends. Aims and objectives of Healthwatch linked to unit specifications for Health and Social Care Courses.
Any meetings/events planned for the month coming? (If so, it would be helpful to include relevant agenda items)	Self-Care Week – opportunity to signpost to Healthwatch.
Are there any health and social care issues that are currently impacting (positively or negatively) on the members/clients of your organisation	RBH Waiting times in A&E. GP appointments and late appointments. Skimped Hill – some GPs poor communication skills Easthampsted GP no practice nurse.
For signposting, how many clients/families have you directed to existing services? or to Healthwatch	20



Report from consortium partners for Project Management Board

Partner organisation	Just Advocacy
Date of Project Management Board meeting	10 th November 2015
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	None
Details of activities undertaken to promote Healthwatch	None
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	Advocacy referrals continue to increase following introduction of statutory advocacy under the Care Act.



Report from consortium partners for Project Management Board

Partner organisation	Wokingham, Bracknell & Districts Mencap
Date of Project Management Board meeting	10.11.15
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	Carers Forum Autism Partnership Board Carers sub-group of Learning Disability Partnership Board Carers Information Meeting
Details of activities undertaken to promote Healthwatch	None
Any meetings/events planned for the month coming? (If so, it would be helpful to include relevant agenda items)	Carers Forum Learning Disability Partnership Board
Are there any health and social care issues that are currently impacting (positively or negatively) on the members/clients of your organisation	Wait for Carer's Assessments particularly with Berkshire Carers Service. Issues for carers around getting access to test results when someone doesn't have capacity or has limited capacity Access to specialist training eg epilepsy training for workers employed through direct payments by carers

