

Project Management Board Meeting

11 August 2015, 14.30 to 16.30

Held at The Space, Market Street

ATTENDANCE

Andrea McCombie (AM) (Part) - The Ark

Chris Taylor (CT) - HWBF Coordinator

Alison Summersbey (AS) - Rethink Mental Illness

Heather Young (HY) - Wokingham and Bracknell District Mencap

Jane Figg (JF) - Bracknell Macular Society

Maureen Chapman (MC) - SEAP

Mark Sanders (MS) (Part) - Healthwatch Bracknell Forest

Peter Tobin (PT) (Part) - Public Member

Karen Maskell (KM) - Bracknell and Ascot CCG

AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
1. Apologies	Sue O'Sullivan (SO) - Public Member Louise Kirkham - (LK) - Public Member Joanna Thomas (JT) - Berkshire Autistic Society James O'keeffe (JK) - Kids Alison Dowd (AD) - Just Advocacy			



AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
2. Declarations of Interest	None	-	-	-
3. Previous Minutes:	Agreed	Update and publish on website as final	CT	25/08/15
4. Issues arising (not listed on agenda)				
5. Progress on actions from last meeting and review of last month's Healthwatch activities				
DBS Checks	Please provide date and certificate number.	Provide details to CT for collation.		
Broadmoor	Draft engagement terms being discussed. Other Healthwatch's are waiting for us to pilot this form of engagement. West London Mental Health has had a visit from the CQC and we have been invited to their quality summit. New build completion date is November 2016 and this is currently 16 weeks ahead of schedule.			
Healthwatch Voices (Jointly organised with Involve)	Event will be focusing on Safeguarding Adults. 17 September 2015 - 13.30 to 15.30 in the Forest Suite, Bracknell Sports and Leisure Centre - Register here .	All welcome		



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Frimley Health	Invited enter and view completed. Full report available here .			
Quality	Stroke Coordinator coming to next Thames Valley Healthwatch meeting to discuss figures.			
Birdsgrove	Met with CCG lead for Quality, working together towards joint announced visits where we could focus on patient views.			
Enter and View	CQC released their report which has rated Birdsgrove 'Inadequate'. See here .			
Enter and View	A meeting is being planned for all reps on the 03 September. We would like it if Board Members and their organisations volunteers were encouraged to join. Board members asked if this date could be changed due to other commitments. Training has been completed for Safeguarding train the trainer and Mental Capacity Act training is planned.	Rearrange	CT	
Project Management Board Charter	CT has updated the PMBC to reflect what happens at PMB meetings.	Review the draft and submit any recommendations.	All	04/09/15
Monthly feedback	All members were reminded to complete the monthly feedback form for their organisation to aid monitoring, sharing and reporting. KM will also complete.	Send form out with these minutes	All	04/09/15



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Self-Care Week	Matt Clift, Bracknell Forest Council Prevention and Support Self-Care Project Manager to be asked to come to next meeting	Arrange	CT	-
GP	There are a number of things being discussed regarding GP's, met with Karen Maskell and William Tong to discuss further.	-	MS	-
Wheelchair Alliance	National Wheelchair Alliance charter and campaign find out more here . Prescription compression stockings - GP said that they could not prescribe these. CCG has confirmed that they should be.	-	-	-
Health and Wellbeing Group Stakeholder group	The Chairman and Vice Chairman of the Bracknell Forest Health and Wellbeing Board would like your organisation to consider becoming a member of the Board's Stakeholder Group, a collective of organisations that will help the Board explore issues, take soundings and develop creative solutions that will inform its wider thinking and decision making to drive transformational change in health and social care. To find out more about the group, it's role and the candidates you might want to attend, more information is included in the attached invitation letter.			



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6. Member updates	<p>Bracknell Macular Support Group Issue mentioned to them regarding a local pharmacy. AS - Pharmacy happy to allow her to tick off what medicines are required but would not let her setup home delivery. Pharmacy in Binfield was highlighted as being very good. Working on a Sensory Need booklet similar to the Dementia Directory.</p> <p>B&ACCG The B&ACCGs Accountable Officer role is currently being undertaken by Nigel Foster in interim.</p> <p>Just Advocacy Support charter has been produced. See here. See attached report.</p> <p>Mencap Learning disability week was a success. It included a number of activities, from a Flash</p>	<p>Seek permission to share details.</p>	<p>JF</p> <p>CT</p>	



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	<p>Mob in Princess Square to classes, Healthy Eating and Healthy Lives event which was well attended. The main issue that continues to be of concern relate to support staff.</p> <p>Re-think The new service is payment by results. New staff have been appointed and the team is coming together. Will be out promoting the service. Coming up - October is World Mental Health Day.</p>	<p>HWBF will digitally promote this and include it in the next bulletin.</p>		
7. Meetings attended in the period	<p>CCG Governing Body Crowthorne AGM BA Transformation Comms and engagement G3 Visit Chairs meeting with CCG BAPA discussion GP Council Collaborative care for older people Involve Community Partnership Forum Innovation Funding Panel Better Futures for All Overview and Scrutiny Pinewood Festival Healthwatch Thames Valley Healthwatch Reading CAB</p>	-	-	-
8. Promotional Events - Current and Future	<p>August 16 August - Sandhurst Health Event</p>	<p>All to advise monthly of anything relevant they are attending or are</p>		



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	September 15 September - CCG AGM 17 September - Healthwatch Voices	aware of.		
9. AOB	Chair of the Project Management Board Chair - Just Advocacy (August to October) Vice Chair - Mencap	-	-	-
10. Future Meetings	Meetings are every second Tuesday of each month: 08 September 2015 13 October 2015 10 November 2015 08 December 2015 Time : 2.30pm to 4.30pm Venue: The Space, 20-21, Market Street, Bracknell, RG12 1JG			

