

Project Management Board Meeting

11 October 2016, 14.30 to 16.30

Held at the Space, 20-21 Market Street, Bracknell

ATTENDANCE

Chris Taylor - HWBF Coordinator

Mike Butcher - Public member

Mary Durman - Wokingham and Bracknell District Mencap

Jane Figg - Bracknell Macular Society

AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
1. Apologies	Jane Stanford-Beale - Autism Berkshire Paul McKillen - Rethink Mental Illness Louise Kirkham - Public Member Dawn Crisp - Kids Karen Maskell - Bracknell and Ascot CCG Sue Warner - Just Advocacy Ann Standen - SEAP Mark Sanders - Healthwatch Bracknell Forest Sue O’Sullivan - Public Member Andrea McCombie (Part) - The Ark Trust			



AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
2. Declarations of Interest	None recorded.	-	-	-
3. Previous Minutes: Issues arising (not listed on agenda)	Agreed.	Update and publish on website as final	Chris	-
4. Progress on actions from last meeting and review of last month's Healthwatch activities				
Enter and View	3 reports left to write up from GP visits. Next we will be looking at Dentists. Meeting has been arranged with all enter and view reps for the 01/11/16.	Remaining reports to be written up	Andrea	
Project Management Board Charter and MoUs	Due to commissioning arrangements being unclear at this time going forward it was agreed to hold on recruiting new members to the board. A review of the MoUs and the Charter with partner organisations is to be reviewed in detail at the next meeting, in preparation.		Andrea	



AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
<p>Suggestions for the PMB moving forward</p> <p>Patient Assembly</p> <p>Primary Care</p>	<ul style="list-style-type: none"> • Monitoring reports to be reviewed each quarter at the Board meetings. • Priorities for the year to be discussed and adjusted at each meeting. • Less detail more high level information. <p>Primary care is a big topic at the moment; at the last meeting the representatives began exploring their vision for the future of primary care.</p> <p>Overview and scrutiny panel reviewed the capacity of GP's it can be viewed at http://democratic.bracknell-forest.gov.uk/ieListDocuments.aspx?CIId=147&MIId=6580</p> <p>We also presented our annual report at the October Overview and Scrutiny meeting.</p> <p>The way in which Binfield Surgery informed patients of the buildings</p>			



AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
CCG AGM	change of use request was not well received by patients. We made sure they were made aware of this. Details and presentations - http://www.bracknellandascotccg.nhs.uk/about-us/annual-report-and-agm/			
Accessible information standard	EbE reviewing procedure information sent out by Frimley Health to people with a Learning Disability.			
5. Member updates	See attached report.			
6. Meetings attended in the period	Patient Assembly Self-Care Forum All Berkshire Healthwatch Bracknell Forest Access Group Health Overview and Scrutiny Better Futures for All - Steering Group Broadmoor Chief Exec Meeting Thames Valley Healthwatch	-	-	-



AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
7. Promotional Events - Current and Future	21/09/16 - AVIS staff health awareness day. 29/09/16 - BA CCG AGM 30/09/16 - Macmillan Coffee Morning 04/10/16 - Age Concern Event	All to advise monthly of anything relevant they are attending or are aware of.		
8. AOB	Included above.			
9. Future Meetings	Meetings are every second Tuesday of each month: 08 November 2016 13 December 2016 10 January 2016 Time: 2.30pm to 4.30pm Venue: The Space, 20-21, Market Street, Bracknell, RG12 1JG			



Partner organisation	Wokingham, Bracknell & Districts Mencap
Date of Project Management Board meeting	11 October 2016
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	Bracknell Carers Forum Bracknell Parent Carer Forum
Details of activities undertaken to promote Healthwatch	
Any meetings/events planned for the month coming? (If so, it would be helpful to include relevant agenda items)	Bracknell Autism Partnership Board Bracknell Carers Forum
Are there any health and social care issues that are currently impacting (positively or negatively) on the members/clients of your organisation	Wait for Carers assessments is ongoing Wait for a housing place impacting negatively on carers' mental health
For signposting, how many clients/families have you directed to existing services? or to Healthwatch?	3

