

## Project Management Board Meeting

12 August 2014, 2.30pm

Held at The Space, Market Street

### ATTENDANCE

Chris Taylor (CT) - HWBF Coordinator

Jeremy Harding (JH) - Triple A

Jenny Plumb (JP) - Kids

Karen Maskell (KM) - Bracknell and Ascot Clinical Commissioning Group

Alison Dowd (AD) - Just Advocacy

Natasha Jacobs (NJ) - SEAP

Mark Hooper (MH) - Deaf Positives

AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
1. Apologies	<p>Alison Summersbey (AS) - Rethink Mental Illness</p> <p>Andrea McCombie (AM) - The Ark Trust</p> <p>Peter Tobin (PT)</p> <p>Joanna Thomas (JT) - Berkshire Autistic Society</p> <p>Mary Durman (MD) - Wokingham and Bracknell District Mencap</p> <p>Sue O'Sullivan (SO)</p> <p>Mark Sanders (MS) - The Ark Trust</p> <p>Louise Jones - EBE</p>			



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2. Previous Minutes: <ul style="list-style-type: none"> <li>Accuracy</li> <li>Issues arising (not listed on agenda)</li> </ul>	Agreed  N/A	Update and publish on website as final	CT	-
3. Progress on actions from last meeting	Bio and Photo for website	JT to provide bio and photo	JT	ASAP
Annual Report	Annual report completed published and publically available online.	Send out copy with minutes	CT	-
Charter	The updates discussed at the previous meeting were added to the charter as July's minutes. One further amendment was suggested - It was agreed that the version number would be added to the footer of the document so that the whole document would not have to be returned when signed. It was envisaged that the charter would be signed at today's meeting but this was not possible so a hard copy will be posted to the leads of each organisation for signing. (KM has signed).	Post hard copies	CT	-
Public member for the board	A place remains open for a member of the public to join the project management board. KM suggested People Help the People.	Anyone with suggestions please advise.	ALL	ASAP
Enhanced Criminal Record Background Checks	SO and PT criminal record background check.	Begin process	MS	ASAP
Statement and info for partner websites	Information for inclusion on partner websites.	Prepare and distribute	CT	URGENT



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Minutes format	The new format for the minutes from the Project Management Board development day was agreed.	Continue to use.	-	-
Reporting and Meeting Timetable	Draft reporting and meeting timetable produced and presented for discussion.	Add details about agendas and include as final with these minutes	CT	-
Monitoring	Further details were requested about what is included in the quarterly monitoring reports to Bracknell Forest Council and a copy of the last report was requested to be shared with the Project Management Board.	To be discussed at the next meeting.	MS/AM	-
Deaf Services	<p>Following on from the last meeting MH clarified further some of the issues encountered by people who are deaf.</p> <p>Nationally there are 70K users to 1K trained interrupters. CT requested what this split was in Bracknell Forest. This was unknown.</p> <p>Written English was highlighted as a problem as this is like reading another language. For example 'I am at home' is 'home me' in British sign language. This can lead to different meanings and confusion and therefore written English should not be used as a substitute to an interpreter.</p>			



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Crisis Team	Boots and Spec Savers won't pay for deaf people to have interpreters during eye tests despite NHS England's commitment to refund them for this service. They claim the initial cost is too much.	Find out how many people this affects across Bracknell Forest.	AM	ASAP	
	CMHT request interpreters at very short notice for meetings. When not possible to provide interpreters the meeting seems to proceed regardless.	Investigate	AM	ASAP	
	Deaf Positives had complied a report relating to access to GP surgeries in the Wokingham area.	MH to share report.	MH	-	
	GP Surgeries - MH asked what level of training is carried out at GP surgeries around deaf awareness. BADHOGS was mentioned as providing some, but MH was concerned that this is not professional training.				
	Following a visit to meet the Re-think steering group, it became evident that the users of the crisis team were not always satisfied with the service. After discussion it was agreed that in some situations this could relate to incorrect use of the service. It was also felt that feedback provided by the users was not actioned.	CT agreed to try to find out what the definition of crisis was. When should it be accessed and by whom.	CT	Update next meeting	
	Meeting arranged CT/BHFT and Re-think steering group to	-	-		



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	<p>Training was considered a possible issue as some users experience a great service at times and not at other times.</p> <p>SEAP offered to feedback any issues that had been raised to them to aid support and investigation into what issues users encounter when accessing the crisis team.</p> <p>Whilst discussing this, Kids advised that they had encountered issues with children with mental health issues who had been taken off the list when their parents who may also have mental health issues did not respond to letters from CMHT/CAMS.</p>	<p>discuss what the Trust does do with patient feedback.</p> <p>KM offered to see if a training schedule was available.</p> <p>SEAP to provide information and anyone else that has anything relevant.</p>	<p>KM</p> <p>SEAP/ALL</p>	<p>ASAP</p> <p>ASAP</p>
Project Management Board Membership	JH raised concern that older people were not represented enough on the Project Management Board.	To be discussed further at the next meeting.	MS/AM	
Monthly Report to the Board	CT tabled a draft for discussion to get an understanding of what the Board wants to know. JP provided lots of additional feedback after the meeting which was very useful.	The feedback to be included in the August report for discussion.	CT	01/09/14
Meetings attended in the period	Crowthorne Parish Council Meeting Healthwatch England conference			



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	<p>Bracknell Forest Overview and Scrutiny            Better Care Fund Board            Prevention and Supported Self Care Board            Alzheimer's Society            RAISE            Frimley Park Hospital Patient Experience            Urgent Care Centre Board            National Pensioners Convention            BACCG System Resilience            BFVA (Involve)            Berkshire East Quality Committee            Re-think steering group            Better Care Fund Board            BACCG Planning Event            Ipeg Wexham Park            UCC Patient Education Centre</p>			
<p>4. AOB</p> <p>Health Makers</p>	<p>Everyone is invited to the Bracknell and Ascot Clinical Commissioning Group AGM and planning event.</p> <p>KM suggested linking up with People Help the People on Facebook.</p> <p>The Bracknell and Ascot Clinical Commissioning Group are looking for volunteers to join the pilot project 'Health Makers'.</p> <p>Health Makers aims to recruit local people with long term health conditions who would</p>	<p>Invitation attached.</p> <p>Initiate contact</p>	<p>-</p> <p>CT</p>	<p>-</p> <p>ASAP</p>



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	<p>like to develop their confidence, skills and knowledge in managing their own condition and to develop leadership skills to be able to work with other patients and with the CCG.</p>			
<p>5. Future Meetings</p>	<p>Meetings are every second Tuesday of each month:            09 September 2014            14 October 2014            11 November 2014            09 December 2014</p> <p>Time : 2.30pm to 4.30pm            Venue: The Space, 20-21, Market Street,            Bracknell, RG12 1JG</p>			

