

## Project Management Board Meeting

**12 January 2016, 14.30 to 16.30**

**Held at the Space, Market Street**

### ATTENDANCE

Chris Taylor (CT) - HWBF Coordinator

Andrea McCombie (AM) - The Ark Trust

Sue O'Sullivan (SO) - Public Member

Louise Kirkham (LK) - Public Member

Mary Durman (MD) - Wokingham and Bracknell District Mencap (Chair)

Mark Sanders (MS) - Healthwatch Bracknell Forest

### Invited Guests

Ann Standen (AS) - SEAP

Karen Maskell (KM) - Bracknell and Ascot CCG

AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
1. Apologies	<p>Marita Amoros (MA) - Just Advocacy</p> <p>Jane Stanford-Beale (JSB) - Berkshire Autistic Society</p> <p>Jane Figg (JF) - Bracknell Macular Society</p> <p>Paul McKillen (PM) - Rethink Mental Illness</p> <p>Peter Tobin (PT) - Public Member</p> <p>Dawn Crisp (DC) - Kids</p>			



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2. Declarations of Interest	Healthwatch Bracknell Forest was successful in securing the carers contract. TUPE is being discussed, implementation plan being worked up.	-	-	-
3. Previous Minutes: Issues arising (not listed on agenda)	Agreed.	Update and publish on website as final	CT	26/01/16
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	09/02/16
Broadmoor	Attended the Patient Assurance meeting, feedback is provided by patients on cards which is then electronically uploaded and this has to be done by a member of staff. The patients felt this is a barrier.	Call Susanna Leaks at SEAP to discuss HW role	MS	09/02/16
Enter and View	Enter and view visits have been ongoing. We have visited Heath Hill, Binfield, Great Hollands, Ringmead (Great Hollands) and Owlsmoor Surgery. Next we are visiting Waterfield, Gainsborough and Sandhurst and Boundary House. Completed reports can be viewed at <a href="http://www.healthwatchbracknellforest.co.uk/gp-practice-enter-and-view-reports">http://www.healthwatchbracknellforest.co.uk/gp-practice-enter-and-view-reports</a>			



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Project Management Board Charter	Please sign a copy and return. Outstanding: Rethink, SEAP, Kids and Peter.	Resend to SEAP	CT	-
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 (before and after) when the topics are relevant? Such as Learning Disabilities.	Investigate - Ask Dr Martin Kittel and Dr William Tong	CT	09/02/16
Frimley Health	Chip and pin in café and restaurant now at Frimley site. A+E sign about change machines. Working on a joint press release with Frimley Health (you said we did) to highlight what patient feedback has achieved. Visiting times are being worked on to improve access.			
PMB Members	It was proposed and agreed to review each member organisations input and involvement for the year ahead. Invited guests to remain the same. Public member's term ends on the 31/03/16 and has an election process.		AM	-
CQUIN	CQUIN's are extra payments made by the CCG to providers with the aim to improve services.	Share CQUINs with the HW Board for further discussion and input once received.	MS	-
Urgent Care Centre	Following the CQC report the UCC said that they would engage with us more. This has not happened yet.			



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Share Your Care	Procurement is ongoing, public involvement will be needed soon for the patient portal.			
5. Member updates	See attached reports.  Use of SEAPs service is static yet complaints with trusts are going up.			
6. Meetings attended in the period	Urgent Care Centre Advocacy Service Health and Wellbeing Board Enter and View - Green Meadows Equalities Steering Group Broadmoor Collaboration for Improvement Meetings Enter and View - Great Hollands Broadmoor Patient & Carer Experience Assurance Group Enter and View Owlsmoor Thames Valley Healthwatch Volunteer drop in Involve Joint Commissioning Committee meeting in Public	-	-	-



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<b>7. Promotional Events - Current and Future</b>	February Health and Wellbeing Event Healthwatch Voices Macular Group	All to advise monthly of anything relevant they are attending or are aware of.		
<b>8. AOB</b>	<b>Chair and Vice Chair</b> Bracknell Mencap - Chair - Jan to Mar. Vice Chair - OPEN			
<b>9. Future Meetings</b>	Meetings are every second Tuesday of each month:  09 February 2016                      08 March 2016 12 April 2016                              10 May 2016  <b>Time:</b> 2.30pm to 4.30pm <b>Venue:</b> The Space, 20-21, Market Street, Bracknell, RG12 1JG			



**Report from consortium partners for Project Management Board**

Partner organisation	Wokingham, Bracknell & Districts Mencap
Date of Project Management Board meeting	12 January 2016
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	Market shaping – advocacy Carers Issues 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 Valuing Families Network Meeting Health & Well-Being Board Meeting
Are there any health and social care issues that are currently impacting (positively or negatively) on the members/clients of your organisation	
For signposting, how many clients/families have you directed to existing services? or to Healthwatch?	1 to Healthwatch

