

## Project Management Board Meeting

**13 October 2015, 14.30 to 16.30**

**Held at the Space, Market Street**

### ATTENDANCE

Joanna Thomas (JT) - Berkshire Autistic Society

Chris Taylor (CT) - HWBF Coordinator

James O'keeffe (JK) - Kids

Jane Figg (JF) - Bracknell Macular Society

Mark Sanders (MS) - Healthwatch Bracknell Forest

Sue O'Sullivan (SO) - Public Member

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

Vicky Mollart (VM) - Just Advocacy

AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
<b>1. Apologies</b>	Andrea McCombie (AM) - The Ark Louise Kirkham (LK) - Public Member (Awaiting new manager) Rethink Mental Illness Peter Tobin (PT) - Public Member			
<b>Invited Guests</b>	Karen Maskell (KM) - Bracknell and Ascot CCG Ann Standen - SEAP			



AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
2. Declarations of Interest	Carers tender deadline coming up. There was some discussion and it was agreed that Healthwatch would submit a bid.	-	-	-
3. Previous Minutes: Issues arising (not listed on agenda)	Agreed	Update and publish on website as final	CT	27/10/15
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	10/11/15
Broadmoor	Engagement terms ongoing. Attended the CQC Summit which was for the whole West London Mental Health Trust, not just Broadmoor. The main thing was that Broadmoor has staffing issues, which they are aware of and working on. Will start working with them shortly. Phone line for patients to call has been agreed and we are being invited to their quality meetings.			
Enter and View	The volunteers met and have drafted a series of questions for use at GP Surgeries. Sue is leading on this. Beginning with visiting 8.			
Project Management Board Charter	Please sign a copy and return. Bracknell Mencap have done this.	Send out again.	CT	10/11/15



AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
Monthly feedback	Completion of monthly feedback forms are very important and must be completed.	Reminder request prior to the meeting - Add Section for approx. Nr. of people reached.	All	06/11/15
Self-Care Week	Public Health agreed to add a free text area to their questionnaire.	-		
Healthwatch Contract	We have been granted an extension to our contract for 1 year, subject to funding review. This will take us up to March 2017.			
Frimley Health	CQC visit at Wexham Park begins today, we have provided feedback from the public to CQC. Discharge is going to be looked at with the other Local Healthwatch organisations who access Frimley Park and Wexham Park Hospital. Going to visit Frimley A+E on a busy night. Works on the A+E department and Maternity will begin in January.			- -
Urgent Care Centre	CQC have visited the Bracknell Urgent Care Centre 3 times recently.	Any feedback to send to them would be useful.	All	10/11/15
Berkshire Healthcare Foundation Trust	CQC are visiting BHFT in December. Deadline for submission of information to CQC is end October.	Collate feedback	CT	30/10/15
PMB Members	Further older peoples representation and BADHOGS was discussed. Voluntary sector reps such as COATS was discussed.	Speak to BADHOGS.	JF	



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5. Member updates	See attached reports.			
6. Meetings attended in the period	<p>New Vision of Care West London Mental Health Trust Summit CCG AGM Frimley Health Catch Up Frimley Health Public Involvement Group Enter and View Get Together HW Voices New Wokingham Road Surgery East Berkshire Out of Hours Enter and View Training Overview and Scrutiny Joint Quality Committee Better Care Fund Enhanced Patient Support Workshop Quality Surveillance Group Meeting Bracknell and Ascot Patient Assembly Involve Health Overview and Scrutiny Thames Valley Healthwatch Meeting Smoking Cessation Providers Presentations Better Futures for All Collaboration for Improvement Meetings</p>	-	-	-
7. Promotional Events - Current and Future	<p><b>November:</b> Self-Care Volunteer Training Session</p> <p><b>Next year:</b> Macular Group</p>	<p>All to advise monthly of anything relevant they are attending or are aware of.</p> <p>Talk to the group</p>	MS	



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8. AOB	<p>“Sexism at Gainsborough Practice?, Husband seems to always be able to get an appointment”.</p> <p>Boundary relationships policy issues.</p> <p><b>Chair and Vice Chair</b> Just Advocacy - Chair - Nov. and Dec. Bracknell Mencap - Vice Chair - Nov. and Dec.</p>	Share Ark’s policy with Joanne.	AM	10/11/15
9. Future Meetings	<p>Meetings are every second Tuesday of each month:</p> <p>10 November 2015                      08 December 2015 12 January 2016                        09 February 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	13/10/15
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	No external meetings this month, only BAS activities shown below.
Details of activities undertaken to promote Healthwatch	<p>Parent Support Group 21/9/15</p> <p>Autism Awareness training and specific Bracknell information sharing to new Police recruit 27/9/15</p> <p>Adult Social Group 28/9/15</p> <p>5 week Post Diagnosis Parenting Course (ongoing)</p> <p>Visited Helping Hands to let them know about Healthwatch and upcoming Self-care week. 7/10/15</p> <p>Notices in Weekly email, leaflets in Adult Social Group, Parent Support Group, Post Diagnosis Parenting course</p>
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	<p>We had one unusual request from a member who wanted his diagnosis of Autism reversed, as he felt it held him back in employment.</p> <p>Had very good feedback from the new ASD unit in Garth Hill, hoping to visit soon.</p> <p>CAMHS are sending copy of ASD diagnosis directly to BAS, so we can make contact with families ASAP, giving families immediate support.</p>
For signposting, how many clients/families have you directed to existing services? or to Healthwatch?	<p>Existing services: 56</p> <p>Healthwatch: 3</p>



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

Partner organisation	Wokingham, Bracknell & Districts Mencap
Date of Project Management Board meeting	13.10.15
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	Learning Disability Partnership Board Bracknell Valuing Families Carers Meeting, London Carers Issues Meeting We also sent representatives to the Safeguarding Training and Care Act Training
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)	Bracknell Carers Forum Autism 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.



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

Partner organisation	Macular Society - Bracknell Macular Support Group
Date of Project Management Board meeting	13.10.15
Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.)	Attended CCG AGM help out with the Healthwatch Stand.
Details of activities undertaken to promote Healthwatch	See above.
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	Again transport problems, appointment cancellations and rescheduling. Good response from orthopaedic waiting list, very helpful. Dr's at King Edward (Prince Charles Eye Unit) are not giving information for support groups.

