

Project Management Board Meeting

14 April 2015, 14.30 to 16.30

Held at The Space, Market Street

ATTENDANCE

Jenny Plumb (JP) - (Vice-Chair) - Kids

Alison Dowd (AD) - Just Advocacy

Alison Summersbey (AS) - Rethink Mental Illness

Sue O'Sullivan (SO) - Public Member

Karen Maskell (KM) - Bracknell and Ascot CCG

Chris Taylor (CT) - HWBF Coordinator

Natasha Jacobs (NJ) - SEAP

Andrea McCombie (AM) - The Ark

Peter Tobin (PT) - Public Member

Heather Young (HY) - Wokingham and Bracknell District Mencap

| AGENDA ITEM | NOTED | AGREED ACTIONS | RESPONSIBLE | DEADLINE |
|-----------------------------|---|--|-------------|----------|
| 1. Apologies | Joanna Thomas (JT) - (Chair) - Berkshire Autistic Society Jane Figg (JF) - Bracknell Macular Society Mark Sanders (MS) - Healthwatch Bracknell Forest | | | |
| 2. Previous Minutes: | Agreed | Update and publish on website as final | CT | 30/04/15 |



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|--|---|--|------------------|---------------------------|
| 3. Issues arising (not listed on agenda) | Board Members Deaf Positives and Triple A are no longer part of the board. The Bracknell Macular Society have joined and applications for public members for 2015/2016 are out for nominations. | Strengthen relationships with BADHOGS and continue to look for an organisation that represents older people. | AM | - |
| 4. Progress on actions from last meeting and review of last month's Healthwatch activities | Public meeting May's Project Management Board Meeting is an open public meeting being held at New Priestwood Community Centre, Priestwood Court Road, Bracknell, RG42 1TU. After discussion it was agreed that the meeting would focus on finding out more about HWBF, its Board members and what happens to patient feedback. All members are invited to have a stand to showcase their organisation. | Contact BHFT | CT | 17/04/15 |
| Enhanced Criminal Record Background Checks | SO and PT criminal record background check | All members to let CT know for planning Begin the process | All SO/PT | 01/05/15 End April |



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|------------------------|---|----------------|-------------|--------------------------------------|
| Frimley Health | An agreement has been reached regarding engagement with Local Healthwatch. Meetings with all interested Local Healthwatch organisations will be every 3 months. In between HWBF will meet with Frimley Health and coordinate issues arising from other Local Healthwatch areas. | - | - | - |
| Broadmoor | Draft engagement terms are completed and have been sent to WLMHT to look at. Thanks to SEAP for sharing the terms they use. PLACE Assessments are coming up. | Await feedback | | |
| GP's | Survey on website about DBS checks at GP Practices - This is waiting for another survey to complete regarding time spent in the consultation room with GPs. CT polled the mental health forum and they were all surprised to hear that not all members of staff working for GP Practices were DBS checked. | Survey | CT | Following completion of other survey |
| Brants Bridge | Finding out what outpatient appointments are carried out at Brants Bridge. | MS | MS | End April |
| BHFT PLACE Assessments | West Berkshire Community Hospital has been visited and St. Marks is scheduled for the end of May. | | CT | - |



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|--|--|-----------------------------|-------------|-----------|
| Quality Accounts | 2 of the 6 Trusts draft Quality Accounts have been received for comment. | Remainder are being chased. | CT/MS | End April |
| Annual Report | Our Annual Report is due by the end of June 2015. A template has been received from Healthwatch England. | Complete report. | AM/MS | End June |
| 360 Degree review | The review period has completed. | Results to be analysed. | AM/MS | End May |
| Mapping local community support groups | A joint bid with Involve has been submitted to the BACCG which aims to take referrals from professionals and direct people to support groups in the area. | | MS | |
| Healthwatch WAM | Met with 2 members of the HWWAM Board and their commissioner. They are looking for support for the existing arrangement for the following year. It's unlikely we will be able to assist. | | | |
| 5. Member updates | <p>Wokingham, Bracknell & Districts Mencap See attached report.</p> <p>Just Advocacy See attached report.</p> <p>Rethink Now managing both Wokingham and Bracknell. Thank you to CT for attending the Mental Health Forum - the members were delighted with the presentation.</p> | | | |



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| | <p>SEAP See attached report. They have won the West Berks Healthwatch tender, which also includes safeguarding, NHS and mental health advocacy.</p> <p>Kids Jenny - Setting up a new youth and community service called Our Place which will be run from Trax Community Centre in North Ascot. Young careers are providing personal care for adults, no referral is made to Adult Services who should be providing adult careers for these roles. Referrals to CAMHS - There is a lack of understanding between professionals as to who can refer a young person to CAMS (ie. School) and this can lead to no one making the referral.</p> <p>BACCG There are a number of projects currently ongoing looking for public involvement.</p> <p>1. Collaborative Care for Older Citizens. See here for details: http://www.healthwatchbracknellforest.co.uk/collaborative-care-older-citizens</p> | <p>KM suggested JP talk about the issues faced by Young Careers at GP Council and suggested they be encouraged to tell their GP that they are careers.</p> | | |



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| | 2. Non Urgent Transport Project See here for details: http://www.healthwatchbracknellforest.co.uk/thames-valley-non-emergency-patient-transport-re-procurement | | | |
| 6. Meetings attended in the period | Healthwatch Network Meeting Enter and View Training Health Overview and Scrutiny Bracknell and Wokingham College Involve GP Council Innovation Funding Assessment Panel Community Partnership Forum West Berks PLACE Assessment Frimley Health Better Care Fund Programme Board Primary Care Transformation Group Frimley Health - Public Involvement Group BACCG Population Growth and Demographic Change | - | - | - |
| 7. Promotional Events - Current and Future | March Mental Health Forum Age Concern Health Event April Parent Dialogue Forum Event BADHOGS HAG Eating for Good Health | All to advise monthly of anything relevant they are attending or are aware of. | | |



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| | <p>May B&W College Open Day Our Place Launch</p> <p>June Learning Disability Week 15-19 June - Focusing this year on health eating.</p> | | | |
| 8. AOB | - | - | - | - |
| 9. Future Meetings | <p>Meetings are every second Tuesday of each month:</p> <p>12 May 2015 (Venue - Not The Space) 09 June 2015 14 July 2015 11 August 2015</p> <p>Time : 2.30pm to 4.30pm Venue: The Space, 20-21, Market Street, Bracknell, RG12 1JG</p> | <p>Please note: Everyone should have received electronic calendar invites for the whole of 2015. If this was not received let Chris know.</p> | | |



Report from consortium partners for Project Management Board

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| Partner organisation | Wokingham, Bracknell & Districts Mencap |
| Date of Project Management Board meeting | 14 April 2015 |
| Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.) | Carers Issues Meeting Learning Disability Partnership Board |
| Details of activities undertaken to promote Healthwatch | Healthwatch leaflets taken to 'Thinking Ahead' workshop for carers |
| Any meetings/events planned for the month coming? (If so, it would be helpful to include relevant agenda items) | Carers Forum meeting Carers sub-group of Learning Disability Partnership Board |
| Are there any health and social care issues that are currently impacting (positively or negatively) on the members/clients of your organisation | Not that we are aware of at the moment |



Report from consortium partners for Project Management Board

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| Partner organisation | SeAp |
| Date of Project Management Board meeting | 14.4.15 |
| Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.) | |
| Details of activities undertaken to promote Healthwatch | <p>Chris was invited to our Deaf Awareness Training provided by RAD to help him promote Healthwatch to the deaf community. We have asked HW to let us know if there are any activities or events they wish SeAp to tweet as we have a Berkshire twitter. Berkshire facebook to be launched in the future.</p> <p>SeAp promote HW at every opportunity including the following</p> <p>Bracknell CCG consultation - "Living Well with Health Issues"</p> <p>"Healthmakers event" organised by Bracknell and Ascot CCG</p> <p>Bracknell Dialogue Parent and Carer Forum Co-production & Information Event</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 | Health complaints are highlighted in our quarterly report and any particular issues are directed to Healthwatch to investigate further. |



Report from consortium partners for Project Management Board

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| Partner organisation | Just Advocacy |
| Date of Project Management Board meeting | 14/4/2015 |
| Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.) | n/a |
| Details of activities undertaken to promote Healthwatch | <ul style="list-style-type: none"> • Attended Be Heard meeting to promote Healthwatch, explained role of Healthwatch and our partnership. • Message about Healthwatch and our partnership with them passed on to each of our 1:1 clients as when seen and as and when relevant. |
| Any meetings/events planned for the month coming? (If so, it would be helpful to include relevant agenda items) | n/a |
| Are there any health and social care issues that are currently impacting (positively or negatively) on the members/clients of your organisation | <ul style="list-style-type: none"> • Two clients have mentioned issues with Birdsgrove Care Home which is currently under CQC inspection re: major concerns. (mentioned at last meeting, will add more details in email to Mark as discussed) • One client told us of a bad experience on the stroke ward at Heatherwood Hospital- also mentioned in last meeting and will email full details to Mark as suggested) |

