

## Project Management Board Meeting

**14 October 2014, 14.30 to 16.30**

**Held at The Space, Market Street**

### ATTENDANCE

Emma Taylor (ET) - (Chair) - Deaf Positives

Chris Taylor (CT) - HWBF Coordinator

Jeremy Harding (JH) - Triple A

Jenny Plumb (JP) - Kids

Alison Dowd (AD) - Just Advocacy

Peter Tobin (PT) - Public Member

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

Joanna Thomas (JT) - (Vice-Chair) - Berkshire Autistic Society

Alison Summersbey (AS) - Rethink Mental Illness

Maureen Chapman (MC) - SEAP

Mary Durman (MD) - Wokingham and Bracknell District Mencap

Mark Sanders (MS) - The Ark Trust

Mark Hooper (MH) - Deaf Positives

AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
1. Apologies	Sue O'Sullivan (SO) - Public Member Andrea McCombie (AM) - The Ark Trust Louise Jones (LJ) - EBE			



AGENDA ITEM	NOTED	AGREED ACTIONS	RESPONSIBLE	DEADLINE
2. Previous Minutes:	Agreed - Remove Kids from Charter signing, they had done this.	Update and publish on website as final	CT	-
3. Issues arising (not listed on agenda)	Set deadlines during meetings and avoid using asap.	-	ALL	-
4. Progress on actions from last meeting and review of last month's activities				
Bio and Photo	Bio and Photo for inclusion on website	JT to provide bio and photo	JT	31/10/14
Charter	Everyone has signed the charter	Completed	-	-
	Correct minor error, re: meeting date	Issue amendment	CT	31/10/14
Public member for the board	Place remains open for a member of the public to join the Project Management Board.	Suggestions put forward to be contacted	CT	11/11/14
Enhanced Criminal Record Background Checks	SO and PT criminal record background check	Email regarding process	CT	31/10/14
Statement and info for partner websites	Information for inclusion on partner websites	Prepare and distribute	CT	31/10/14
Monitoring	Quarterly monitoring reports to be made available to the Board	To be included in the relevant Project Management Board meeting agenda	CT	As required



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Board Membership	Expanding Board membership to include additional groups	To be revisited	-	11/11/14
Services for the Deaf and those where English is a second language	NHS England Thames Valley Area Team will be writing to all Primary Care providers in the Thames Valley to remind them what they must provide and how they can access the services already in place, such as BSL and other language interpreters. NHS England will also ask all CCG's to write to secondary care providers.	Review with NHS England in approx. 6 months to see if this has helped resolve the situation.	-	April 2015
Self-care Week	Self-care week runs from 17 <sup>th</sup> to 22 <sup>nd</sup> November 2014. This is organised and coordinated by Bracknell Forest Council.  Project Management Board Members will be actively encouraging those they meet that week to complete the self-care survey.  If anyone wants to attend and find out more about self-care week there is a volunteer training session on the 4 November - 10.30 to 12.00 at the Open Learning Centre.	Separate email to be issued to all including further details about self-care.	CT	31/10/14
Frimley Park	The report from G3 has not been received and we have been advised it is with the Chief Executive and will be issued shortly.	Follow up if not received	MS	31/10/14



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Volunteers	Volunteers are being recruited and interviewed for Enter and View training and Healthwatch Champions - Everyone is encouraged to ask their current volunteers to sign up as this is only a small time commitment.	Please note.	-	-
Urgent Care Centre	Any feedback still welcomed.	Submit as necessary	All	-
Out of Hours	Has moved to the Royal Berkshire Bracknell Healthspace.	-	-	-
Falls Clinic	The Bracknell Healthspace has a rapid falls clinic. To help with prevention coordinator falls advisors are being introduced.	-	-	-
CCG	Two bids have been submitted to the BACCG. The first is to target 14-21 year olds to form a youth Patient Assembly. The second is to work with the GP Practices regarding the service. Aiming to begin early next year.	-	MS	-
Wexham Park	We assisted the Trust with a food survey this was to help them check that the internal survey results are similar. Generally older people seemed happier with the food than younger people, this seemed to be because older people knew a time when it was worse and had seen improvements.	-	-	-



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Frimley Health	Frimley Park Hospital and Heatherwood and Wexham Park Hospital have now merged and the new Trusts name is Frimley Health NHS Foundation Trust. The current plan for the Heatherwood site is to create a 50 bed elective surgery. The Frimley Health Chief Executive will be asked to come talk to us early next year to discuss the progress following the take over.	-	-	-
Bridgewell	There is an issue that only 1 person can be discharged from hospital and admitted to Bridgewell a day. This seems to be causing delays to discharge from hospital.	Investigate further.	MS	-
Broadmoor	A meeting has been arranged for the end of November to discuss medical issues.	-	MS	-
BFC - Adult Social Care	We have been asked if personal budgets can be used to pay for a sex facilitator and/or a sex worker.	Contact BFC	MS	-
<b>5. Member updates</b>	<p><b>Just Advocacy</b> The service is currently very busy with referrals. Difficult to identify issues that are trends to report to HW.</p> <p><b>Kids</b> Continue to promote HW where possible. The young carers group has now reached 165. Up from 100 in March.</p>			



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	<p><b>Triple A</b> Wondered how many of the young carers are looking after adults with Alzheimer's.</p> <p><b>Deaf Positives</b> Continued to signpost users as required to Healthwatch.</p> <p><b>SEAP</b> GP Surgeries can be quite defensive when it comes to complaints advocacy. NHS Trusts have a good response to advocacy services. Practice Managers use to be able to use services provided by the PCT to assist with complaints which is no longer available. Would be good if the NHS helped practices with complaints more. NHS Continuing Care budgets have been reduced which is causing distress to service users. SEAP can't help with the initial application form filling, but maybe able to help if the individual is unhappy with the response. This issue has come about due to continuing care budgets not adding up correctly from previous years which has caused a deficit in available funds.</p> <p><b>Bracknell and Ascot CCG (BACCG)</b> NHS England are to go through a reorganisation. The BACCG has applied to be part of co-commissioning with NHS England for some services offered by GP Surgeries.</p>			



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	<p><b>Berkshire Autistic Society</b> New 6 week workshop for recent diagnostic for people with autism.</p> <p><b>Wokingham and Bracknell District Mencap</b> Quality of support workers is an ongoing concern.</p> <p><b>Peter</b> Attended the Adult Safeguarding Forum and has applied to join the National Autism Partnership program board.</p> <p><b>Re-think</b> Have been awarded the contract for a further 2 years. The delivery is based on the 10 point recovery and payment is by results. Currently looking for staff office as Coppers Hill is being demolished. Office equipment will be available for collection from Nov. inventory to be distributed. Service users were involved in the whole retendering process.</p>			



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<p><b>6. Meetings attended in the period</b></p>	<p>Wexham Park - Improving Patient Experience Sandhurst PPG - Choose Well Event CCG/HW - Patient Assembly paeds visit Wexham Park Health and Wellbeing Board CCG AGM + Planning Event Health &amp; Wellbeing Strategy Working Group Innovation funding panel Prevention &amp; Self-care Programme Board Bracknell and Ascot Patient Assembly Wexham Park Meals Survey BACCG Strategy Meeting Interview - Healthwatch Volunteer (x3) Self-Care Week 2014 working group Health Overview and Scrutiny Better Care Fund Board Frimley Park Patient Experience Group CCG Governing Body NHS England Translation Issues</p>	<p>-</p>	<p>-</p>	<p>-</p>
<p><b>7. Promotional Events - Current and Future</b></p>	<p><b>October</b> Ringmead PPG - Healthy Heart Event</p> <p><b>November</b> Macular Support Group Self-Care Week</p>	<p>All to advise monthly of anything relevant they are attending or are aware of.</p>		





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8. AOB	<p>Everyone is encouraged to pass on details about Healthmakers to their members. Leaflet previously issued. For further details see, <a href="http://www.bracknellandascotccg.nhs.uk/getting-involved/healthmakers/">http://www.bracknellandascotccg.nhs.uk/getting-involved/healthmakers/</a></p> <p>The deadline for applications has been extended to the 7<sup>th</sup> January 2015.</p>			
9. Future Meetings	<p>Meetings are every second Tuesday of each month:</p> <p>11 November 2014                      09 December 2014 13 January 2014                        10 February 2014</p> <p>Time : 2.30pm to 4.30pm Venue: The Space, 20-21, Market Street, Bracknell, RG12 1JG</p>			

