

Project Management Board Meeting

20 September 2016, 14.30 to 16.30

Held at the Space, 20-21 Market Street, Bracknell

ATTENDANCE

Chris Taylor - HWBF Coordinator

Andrea McCombie (Part) - The Ark Trust

Mary Durman - Wokingham and Bracknell District Mencap

Jane Figg - Bracknell Macular Society

| AGENDA ITEM | NOTED | AGREED ACTIONS | RESPONSIBLE | DEADLINE |
|---------------------|---|----------------|-------------|----------|
| 1. Apologies | Jane Stanford-Beale - Autism Berkshire Paul McKillen - Rethink Mental Illness Louise Kirkham - Public Member Dawn Crisp - Kids Karen Maskell - Bracknell and Ascot CCG Sue Warner - Just Advocacy Mike Butcher - Public member Ann Standen - SEAP Mark Sanders - Healthwatch Bracknell Forest Sue O'Sullivan - Public Member | | | |



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|--|---|--|-------------|----------|
| | | | | |
| 2. Declarations of Interest | None recorded. | - | - | - |
| 3. Previous Minutes: Issues arising (not listed on agenda) | Agreed. | Update and publish on website as final | Chris | - |
| 4. Progress on actions from last meeting and review of last month's Healthwatch activities | | | | |
| Broadmoor | Meeting with the CEO of the Trust at beginning of October 2016, planning a joint press release about engaging with patients there. Will be working with patients to get wider feedback. | | | |
| Enter and View | 3 reports left to write up from GP visits. Next we will be looking at Dentists. Meeting has been arranged with all enter and view reps for the 01/11/16. | Remaining reports to be written up | Andrea | |



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| Project Management Board Charter and MoUs | A review of all MoUs and the Charter with partner organisations is to be carried out for the next year. It was agreed to also review all current memberships. | Contact and discuss with partners. | Andrea | |
| Accessible information standard | Easy read annual report well received. Piece of work on how other organisations are handling the NHS Accessible Information Standards to be carried out early 2017. Frimley Health has asked EbE to review a selection of their procedure letters sent to patients and turn these into easy read. | | | |
| Patient Assembly | Contract extended to end of October. | | | |
| CCG | Met with the new Director of Nursing for the East Berkshire CCG's, very productive she seems very patient focused. | | | |
| Self-Care Forum | Attending the Self-Care forum event to collect Bracknell Forest Award for Self-care week 2015. | | | |



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| Contracts | Berkshire Commissioners have called all Local Healthwatch to a meeting to discuss the future Healthwatch contracts. | | | |
| 5. Member updates Macular Support Group | See attached report. Sensory needs directory being worked on jointly with Bracknell Forest Council. Attended Google Deep Mind Health conference. Joining the Clinical Support Unit pathway development group. Continuing to work with Phil Berk - regarding the React key fob. More services have a destination. Work is being done with the manufactures. | | | |
| 6. Meetings attended in the period | Primary Care Quality Improvement Meeting Frimley Health GP Council Community Partnership Meeting Patient Assembly Communications Primary Care Quality Working Prevention and Self Care Board Patient and carer experience group | - | - | - |



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| | Health and Wellbeing Board Safeguarding Partnership Board | | | |
| 7. Promotional Events - Current and Future | <p>29th September - CCG AGM - East Hampstead Baptist Church - 13.30 to 17.30.</p> <p>30th September - Coffee Morning at The Space.</p> <p>4th October - Age Concern - Planning for later life.</p> | All to advise monthly of anything relevant they are attending or are aware of. | | |
| 8. AOB | Included above. | | | |
| 9. Future Meetings | <p>Meetings are every second Tuesday of each month:</p> <p>11 October 2016 08 November 2016 13 December 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

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|---|--|
| Partner organisation | Wokingham, Bracknell & Districts Mencap |
| Date of Project Management Board meeting | 20 September 2016 |
| Details of meetings attended where representing Healthwatch (Partnership Boards, Forums etc.) | Bracknell Learning Disability Partnership Board Bracknell Mencap Carers Lunch Carers Issues Strategy Group |
| Details of activities undertaken to promote Healthwatch | |
| 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 | Wait for Carers Assessments DLA transfer to PIP |
| For signposting, how many clients/families have you directed to existing services? or to Healthwatch? | 5 |

