

Healthwatch Telford and Wrekin Public Board Meeting

Monday 13th April 2014, 18:00

Southwater Room, Meeting Point House, Southwater Square, TF3 4HS

Attendees

David Bell	DB	HWTW Joint Chair
Carolyn Henniker	CHM	Board Member
Barry Parnaby	BP	Board Member
Kate Ballinger	KB	HWTW Manager

Minute Taker: Bart Janac

In Attendance

Tracey	T	Admiral Nurse
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Meeting Minutes

DB welcomed the members of the public to the meeting. DB introduced the board and the staff present; he introduced Tracey Lee who gave an hour presentation on Admiral nursing. This was followed by a Q&A from the board members and the public.

1. Apologies

Gill Stewart, Mark Boylan, David Jeffries, Jane Chaplin.

2. Declarations of Interest

No change

3. Minutes of Last Meeting

Minutes reviewed and action list updated. KB pointed out inaccuracy in the minutes:

Approved by HWTW Board-02/02/15

Signed..... Date.....

Managers report instead of Manager's Report.

Minutes of the meeting agreed as accurate by the board.

4. Matters Arising

KB Highlighted that her managers report has been produced for the last meeting and will be published onto the website ASAP.

5. Matters for Decision

5.1 Joint Project with T&W CCG Health Roundtable(HRT)

DB presented the report. DB and KB outlined the role of the Health Roundtable. KB highlighted that HWTW have a representative on the roundtable.

DB talked through the joint priorities between HWTW and the HRT. DB confirmed that we will continue to share joint priorities and that it has been decided that HWTW will work closer with the HRT.

In addition to this Dr Mike Innes, chair of CCG suggested a joint project around sharing of Medical Record. DB highlighted the issues with medical records not being shared between different health organisations.

KB made it clear that DWP does not hold any medical records on members of the public.

KB pointed out that GP records are transferred over to our new GP surgeries when a person decides to move, but hospital files stay at the hospital. She said that we need to think as to how HWTW could facilitate discussions with the public on the benefits and draw backs of sharing records between health providers.

DB said that a decision to whether the project will take place is to be made once CCG will provide funding to HWTW for this project. DB confirmed that the he will keep the board and the public updated once more information will be provided by the CCG, on this matter.

5.2 YOUTH Project

BP talked through the report.

He highlighted the recent Young People's World Cafe which was hosted by HWTW and BJ talked in detail as to what the event entailed.

BJ briefed on the role of the YOUTH sub Committee.

KB declared that Simon Clapham who is taking over, the role of YOUTH lead from BJ is her son. She has confirmed that Simon was approached independently by BP to offer him to take up such role, due to his long time commitment to volunteering with HWTW. Simon will be closely monitored by BP to whom he will report on a regular basis. Simon will be supported by the YOUTH subcommittee as well as HWTW staff.

DB has officially announced BJ leaving HWTW at the end of April and has thanked BJ for all his hard work he has done and wished him all the best in the future.

5.3 End of Life Care

KB informed everyone present about the CQC inspection of SaTH (Shrewsbury and

Telford Hospital) in October 2014 and that end of life care was highlighted as inadequate in the report. This has been discussed with the nursing director of the hospital. HWS (Healthwatch Shropshire) and HWTW have been contacted by people who would like to share their experiences of End of life care.

KB to put a project group together in order to plan a project around this. This project will be done in collaboration with HWS.

KB mentioned that perhaps an E&V to the mortuary could be conducted.

BP suggested that carers should be involved in this to give their experiences of End of Life Care.

DB advised that a paper will need to be produced and presented to the Operations committee.

5.4 Priorities 2015/16

DB talked through the priorities document and the reasoning for all priorities listed.

It has been suggested that volunteers and the public should be involved in deciding on the priorities for HWTW.

DB made an official notice of an event to which all HWTW volunteers will be invited. The purpose of the event will be to let volunteers share their experience of being HWTW volunteers and what can be done better in the future.

6 Matters For Information

6.1 Joint Chairs Report

DB briefed the board and the public on the contents of this report.

KB pointed out that GS is the chair of operational committee not JC.

DB informed the public on Martyn's passing, and the extraordinary work he has done throughout his time at HWTW.

6.2 Manager's Report

KB updated everyone on the report.

Brought to attention that HWTW are hosting Healthwatch West Midlands meeting on the 27th April.

She brought to the boards attention that the Better care fund meetings have not taken place since the last public board meeting. This may be a concern as meetings are not taking place.

She also highlighted that HWE (Healthwatch England) in their latest newsletter have requested nominations for annual awards.

KB asked the board to think about any nominations and who to put forward for this.

6.3 Directors Reports

6.3.1 Update on Novation

DB provided an update on the novation. He discussed how HWTW contract currently works and it is managed. He also explained the current role of Parkwood healthcare.

He informed that the board will take over the running of HWTW and Parkwood will cease its contract.

DB informed that the novation date has been moved a few times but HWTW are hoping to novate by end of May or June this year.

He has also informed that HWTW have moved offices and invited all volunteers to take a look if they have the opportunity.

DB also highlighted that the funding for HWTW when it's contract novates has not been confirmed by T&W council.

6.3.2 Old age and Dementia Report

DB briefed the board and the public members on the contents of the report.

KB said that there will be an opportunity to train volunteers to become dementia champion and that she will discuss this with DB on a later date.

6.3.3 Health & Wellbeing Board, Scrutiny and Better Care Fund (Verbally)

KB has informed that HWTW has been noted at the last Health and Wellbeing Board as key to the support of public engagement around the pharmaceutical needs assessment.

KB confirmed that JC is looking into the way we feed into the Health and Wellbeing Board and to how HWTW can be proactive in this.

BP informed that scrutiny meetings postponed during purdah.

HWTW will be undertaking engagement with the public on how they would like to be consulted around future fit. HWTW will hold focus groups and approach people within the protected characteristics to ask their views and opinions on this.

KB strongly highlighted that Engagement in T&W needs to be different than engagement in Shropshire. She also reinforced that it is made clear that it is not a referendum as to what option T&W residents would prefer but to make us aware of how each option will affect them.

KB also highlighted the importance of inclusion of a patient voice from T&W at the Future Fit meetings. as coming close to appraisal when a decision will be made on the proffered option, it is important we need a T&W representative to ensure that the views are reflected at these meetings.

She also has expressed that it is more difficult than in Shropshire to get people from T&W to speak out.

6.3.4 Enter And View Status Report

CMH has talked through the report and briefed on the visits conducted up to date. She highlighted we have done 15 visits.

She brought to everyone's attention of the training coming up in the next month and asked for people to inform the office if unable to attend so that we can put more training opportunities in place at more convenient dates.

She also highlighted that HWTW has been going to residents meetings at various care homes to raise awareness of HWTW and E&V.

She also highlighted an E&V workshop which is to take place next week, were a new committee will be elected.

DB said his thanks to CMH and all volunteers for the work they do and to be involved in

such professional work as E&V.

6.4 Finance Report

The finance report from April 2014 until December 2014 has been provided by Parkwood.

DB highlighted that it indicates what the flow of money looks like and what the money is spent on.

He also highlighted that the Management charge and senior charge won't be charged to HWTW post novation.

6.5 Trends report

Not provided at the meeting. DB highlighted that this will be available on the website.

Thanks to everyone coming

5 Matters the Public Wish to Raise

Member of the public has raised a question to the board to whether if the budget is under spent is the budget lost.

KB confirmed that this is the case. She said that we need to be aware of what the budget is for next year and coordinate it efficiently. We will also need to ensure we have sufficient budget to support volunteers.

Another question raised by a member of the public was to whether HWTW any work with "taking part"?

KB also confirmed that HWTW does work with "taking part" and the we do work with adults with Learning Disabilities. She confirmed that HWTW attended every consultation around

6 AOB

CMH asked the members of the public whether there are any topics that would draw people to attend the public board meetings.

One member of the public has expressed that it should be indicated on the invitation that you can learn more about health and social care and increase your understanding on this when attending such meetings.

CMH encouraged the volunteers to let the office know of any events we could attend in order to raise our awareness of HWTW and any other events they think we should be attending.

DB thanked everyone for coming to the meeting and announced the meeting closed.

Time Meeting Closed 20:15hrs

7 Date and Time of Next Meeting

Next Meeting Date: 01/06/2015

Next Meeting Location: TBC

Minute Taker: TBC

Action List

Item No.	Open Date	Description	Assigned To	Target Date	Date Closed
1	06/10/14	KB to bring further information to board attention in the near future to consider the continuation of the Young People and Sexual Health Services Project.	KB	01/06/15	Open
2	06/10/14	DB to update board members on the progress of the Mental Health Project Development. 02/02/15 This has been changed to point of special interest. DB to continue updating the board on this.	DB	Ongoing	Open
3	06/10/14	KB to further develop the Youth Network project. 01/12/14 update- First meeting scheduled to take place 13/01/14 contact Debbie from young careers to recruit members 02/02/15 First few meetings complete, HWTWYN to sub lead on Sexual Health project.	KB,BJ	Ongoing	Open
4	06/10/14	Work with the board to develop a trends report that satisfies all board members.	ML, CMH	On going	Open
5	01/12/14	Produce a paragraph to summaries what HWTW is and what it does, to be uploaded onto the website.	JC,ML	01/06/15	Open
6	01/12/14	Plan event around the Future Fit Mural	KB, Office	Ongoing	Open
7	02/02/15	Discuss more proactive ways of reporting to the Health and Wellbeing Board.	JC	01/06/15	Open

Item No.	Open Date	Description	Assigned To	Target Date	Date Closed
8	02/02/15	Send the exact negative feedback received for Woodside Health Centre to DB.	ML	30/04/15	Open
9	13/04/15	Design and circulate an information log for the HWTW board , for any ongoing actions which will need updating in the future.	Office	01/06/2015	Open