

Healthwatch Telford and Wrekin Public Board Meeting

Monday 2nd February 2014, 18:00

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

Attendees

David Bell	DB	HWTW Joint Chair
Jane Chaplin	JC	HWTW Joint Chair
Carolyn Henniker	CHM	Board Member
Gill Stewart	GS	Board Member
Barry Parnaby	BP	Board Member

Minute Taker: Bart Janac

In Attendance

Paul Taylor	PT	Director for Adult Services Telford & Wrekin
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Meeting Minutes

Paul Taylor gave a presentation to the board on the Care Act, before the meeting commenced, followed by a Q&A by the board.

1. Apologies

Kate Ballinger

2. Declarations of Interest

DB informed the board that he is a trustee of Age UK.

3. Minutes of Last Meeting

Minutes reviewed and action list updated. Minutes of the meeting agreed as accurate by the board. The board approved of the new template but noted that signature of approval is only required at the end of the document.

Approved by HWTW Board-02/02/15

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

4. Matters Arising

CMH has suggested that “trends report “to be developed post April once we have a better control over the data collected. Healthwatch England’s CRM database will be able to capture this information and she believes it will be facilitated better.

5. Matters for Decision

5.1 Information Sharing Agreement

JC confirmed that this item has been discussed with the board on 30/01/15. Decision has been made by the board on that day that HWTW will sign the information sharing agreement, between local authority, health groups and Health and social care service providers.

5.2 Safeguarding Children and Young People at Risk Policy

GS briefed the board on the draft policy. GS believes that any incidents need to be put in writing and these will be reported using Appendix 3. This incident form is to be used for both adults and children. GS clarified that this is only for an incident that you have witnessed personally. This will cover the individual reporting the incident that they have done all that they could in regard to witnessing the incident. CMH made the board aware that this will need to be made available for the E&V committee.

GS stated that the types of abuse need to be talked through with volunteers and staff so they are comfortable at recognising these.

DB stated that we will need to tie this policy with the training provided for our volunteers. GS has confirmed that she is currently trying to find out whether she can deliver the Child protection training to HWTW volunteers and staff.

Board agreed unanimously to approve the policy and endorse it.

5.3 Volunteer Strategy

CMH talked through the Volunteer development strategy. CMH said that they have used an existing strategy and made appropriate adjustments. KB produced this strategy as a requested by Parkwood. CMH stated that this strategy will need future updating. The board approved the strategy.

6 Matters For Information

6.1 Joint Chairs Report

DB talked through his section of the report. He highlighted the castle lodge consultation that he has attended. Main issue around this is whether the resources will be put back into the borough. DB believes this ties in with what is currently happening with the Mental Health Trust, with the closure of Shelton and the issues with Redwood Centre. DB confirmed that we are kept up to date on the issue. DB also brought to the boards attention that The Director of the Mental Health Trust has agreed to meet with the board. It has been suggested that he should be invited to an evening workshop.

CMH asked for clarity on the mental health project and its outcomes. CMH suggested that it may need to be considered as a point of special interest, rather than a project. DB agreed.

JC talked through her sections of the report. She highlighted the national conference with CQC which she attended. JC was surprised at the lack of representation from other Healthwatch in our proximity.

JC proposed that she will produce a report to the Health and Wellbeing board from the HWTW, which will give opportunity to raise the awareness of HWTW to the Health and Wellbeing board. Similar report is to be produced to be presented to the Telford and Wrekin CCG. This will need to be produced in advance and has to be planned for.

CMH questioned whether we have an up to date strategy for their plan.

Action: BJ to circulate the up to date strategy for the health and wellbeing board.

JC added verbally to the report about the NHS citizen meeting she attended recently. She explained that it is an organisation set up to gather peoples views using services within the NHS and passing those to the NHS board, the concept is to link with organisations across the country such as PPG and Healthwatch. They are interested to work with us on a project within Telford .JC to report once she is made aware of more details.

6.2 Manager's Report

Not made available to the Board. Board made decision to leave the item, due to KB not being present.

6.2.1 Sexual Health Project

Board decide to leave the item, due to KB not being present.

6.3 Directors Reports

6.3.1 CQC Inspection Report of SaTH & Winter Pressures

DB summarised the report. DB explained that he tried to cover the relationship HWTW hold with SaTH and the CQC inspection arrangements in the report. CMH questioned what would the implication be of a new hospital being built in the area as if it is not attached to a university, this may not be addressing an issue of not attracting staff to the trust.

6.3.2 Old age and Dementia Report

DB summarised the report.

BP informed the board that Admiral nurse is keen to come to the next board meeting to give presentation to the board on Dementia.

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

BP agreed to attend the scrutiny board. DB nominated himself to look into the Better Care Fund.

6.3.4 Enter And View Status Report

CMH presented the board with the report and talked through it. CMH highlighted that the committee is aiming to get 5 visits by April, issue with one care home being closed hence the E&V plan has been shifted. CMH confirmed that he committee is planning to do 2 visits a month in the future. CMH also discussed plan on not qualified E&V representatives to be used as observers, but it needs to be discussed whether their observations can be used in the report. BP asked whether any visits have been planned, CMH confirmed that CJH is working on this and will be in touch with the E&V representatives as soon as he has scheduled the visits.

6.3.5 Interim Report on the progress of HWTWYN

BP presented the report which was produced by BJ.

BP highlighted the first meeting and the progress made to recruit young people to the HWTWYN. BJ then verbally added to the report about the latest meeting. Highlighting the feedback the HWTWYN gave regarding the sexual health survey, and the issues they believe young people are facing with the Health and Social care services in Telford and Wrekin.

GS mentioned that the parenting board is working to produce a parenting app, and this could be something the HWTWYN could help with.

Board suggested encouraging the HWTWYN to attend the board meeting, and advertise the different talks/presentations that happen during the board, that might be of interest to them.

6.4 Finance Report

A copy of the latest report has been requested from Parkwood for the meeting. This has not been provided by Parkwood.

6.5 Trends report

The board discussed the report produced by ML.

High negative feedback has been noted at PRH and Woodside Health Centre.

Action: ML to send the exact negative feedback received for Woodside Health Centre to DB.

CMH believes the production of the report will be less of an issue with a new database.

7 Matters the Public Wish to Raise

No public members present at the meeting.

8 AOB

BP noted to the board that he attended national dignity day with the CCG. They are aiming to have dignity champions in each care home. BP confirmed that Healthwatch information is available in every pack given out as part of the event.

DB said that we need to launch ourselves as an independent organisation post novation along with the annual report.

CMH has encouraged the board to discuss ways of getting public to attend the board meetings.

It has been suggested to move the meetings around, but feedback from CCG said that

this method doesn't work.

It has also been suggested to actively advertise the board meeting at engagement events.

Action: Actively advertise the next board meeting.

CMH also suggested bringing the board meeting to the public by hosting it at public venues, such as the town centre. The board discussed this further and following venues have been discussed: Libraries, Community centres, Restaurants and cafes. CMH proposed to use different approach for each meeting and see which one is the most successful.

Time Meeting Closed 21:00hrs

9 Date and Time of Next Meeting

Next Meeting Date: 13/04/2015

Next Meeting Location: TBC

Minute Taker: Bart Janac

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	13/04/15	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	04/08/14	Obtain up-to-date financial information from Parkwood. 02/02/14 No financial report provided to this date.	KB, JC, MW	13/04/15	Open
5	06/10/14	Work with the board to develop a trends report that satisfies all board members.	ML, CMH	On going	Open
6	01/12/14	Populate Meeting list around the board once completed. 02/02/14 This is to be updated continually and circulated around the board.	BJ	Ongoing	Open

Item No.	Open Date	Description	Assigned To	Target Date	Date Closed
7	01/12/14	Produce a paragraph to summaries what HWTW is and what it does, to be uploaded onto the website.	JC,ML	13/04/15	Open
8	01/12/14	Plan event around the Future Fit Collage	KB, Office	13/04/15	Open
9	02/02/15	Circulate the up to date strategy for the health and wellbeing board.	BJ	16/02/15	Open
10	02/02/15	Send the exact negative feedback received for Woodside Health Centre to DB.	ML	16/02/14	Open
11	02/02/15	To actively promote the next board meeting, to the public and volunteers.	All board Members and the Office	13/04/15	Open