

27 August 2015
 Venue: Teesside University,
 Time: 15.30 pm - 17.30 pm

BOARD MEETING NOTES

Board Members attending: Paul Crawshaw - chair, Jamie Clarke - vice chair, Herbert Dirahu, Jo Cole.

Guests: None

Healthwatch Staff in attendance: Toni McHale, Carolynne Withers

		Action
1.	Welcome & Introductions Paul welcomed everyone to the meeting.	
2.	Apologies for Absence Harsh Agarwal, Shirley Pew, Natasha Judge	
3.	<p>Minutes of meeting held on: Minutes of meeting held on 18 June 2015 approved. Actions from previous meetings: Toni reported that the Cancer report nearly ready and expected to go to CCG next week. A reply had been received regarding the Sexual Health Report. Toni had a meeting with the commissioners next week to discuss this. The Enter and View went ahead at the Sexual Health Clinic 20 day reply date 4th September. Access to GP's - the reply from NHS England has been circulated to the Board. The report was on the Primary Care Co commissioning Committee agenda. Toni reported that lots of changes were ongoing including urgent care and extended GP hours. The Board agreed to monitor the situation as the commissioners were taking our recommendations into consideration during the ongoing changes. Dates had been circulated for Enter and View training which will also include Governance training for the Board.</p> <p>Financial report - Information contained in the Annual Report. The Board discussed how best to utilise the remaining balance. Suggestions included: Toni would like to undertake report writing training. Paul would like to look at Building Better Governance and suggested a course run by CAS business school. Herbert suggested more engagement events and Toni suggested looking at sensory services and mental health. Toni to email the Board for further suggestions.</p>	
4/5	<p>Work plan - standing item Management reports - standing item A written account of the Work plan was circulated with the Board papers. In addition Toni provided a verbal update.</p>	

	<p>The Cancer report is currently with Paul for approval. Toni has circulated it to the Board for comments and made necessary changes.</p> <p>Toni asked for feedback from the Board about the draft Dementia report and asked for suggestions on how reports could be strengthened.</p> <p>Toni reported that work with Young People will be picked up again in September when the new term starts. She had been in discussions with MVDA who were preparing September's work plan.</p> <p>Enter and View had started at JCUH looking into discharge and medication. Carolynne had made two visits to wards and spoken with 15 patients. The Trust Governance Manager, Quality Assurance Team from JCUH had been extremely helpful in identify and liaising with wards and staff regarding our visits.</p> <p>Carolynne had also begun work looking at GP patient forums. It is mandatory for all GPs to set up forums by end March 2016. Many GP surgery's had already done this and we are looking to promote HW via these forums and also getting leaflets into the surgeries.</p> <p>Currently contacting care homes with a view to promoting HW to residents, their family and staff at the homes. Work was also ongoing with Action for Blind People and Hope North East.</p> <p>Jo Cole mention that there was only one person at MBC dealing with sensory loss. We will monitor our Information Signposting service re complaints/comments.</p> <p>Access to GP's covered in Actions.</p> <p>Toni gave an update about 'partners', MVDA and CAB and MIND. MIND have recruited a HW person one day a week. Toni and Natasha have met with her and are liaising closely together. A work plan had been agreed.</p> <p>Herbert asked about feedback from the Enter & View visit to the Sexual Health Clinic, Toni informed the Board no reply had been received to date. The 20 day rule date is 4th September.</p>	<p>Action - Toni to circulate 'partner' work plans to Board</p>
<p>6.</p>	<p>Health and Wellbeing Board No H&WBB has been held since February. Partnership Boards had ceased around the same time. The Borough council commissioned the university to look at all meetings. This is due to be discussed at the HWBB planned for 9th September.</p>	<p>Action - Toni to contact HWBB to enquire about future meetings and</p>

		explore a meeting with the new mayor.
7.	<p>Feedback from meetings attended as HW rep Toni updated the Board about Tackling Cancer Together and the Dementia Collaborative. Carolynne had attend the Patient Experience Forum at JCUH and was awaiting the minutes of that meeting and the revised terms of reference. Membership of this forum had been discussed and it was suggested that ICAs & PALS were invited.</p> <p>The HW Board discussed PALS, how was this resourced and how independent was it? Nobody knew where it could be found at JCUH as there didn't appear to be any signage.</p> <p>Jamie attends the Independent Complaints Review Panel. This meeting looks at the procedures undertaken when a complaint is received not the complaint its self.</p>	Action: Carolynne to explore on her next visit to JCUH
8.	<p>New Board members</p> <p>The recruitment of new Board members was discussed. We have 3 new members. Attendance at meetings was discussed regarding the time of meetings. Toni will email Board for feedback. We currently have 8 Board members.</p>	
9.	<p>Way forward Toni asked the Board to consider a period of 'consolidation' before moving onto new work. This was discussed and it was agreed to review this again in October 2015.</p>	
10.	AOB	
11.	<p>Next meeting: 1 October 2015 15.30pm-17.30pm Room CL 101 Clarendon Building Teesside University TS1 3BA</p>	

