

16 October 2014

Venue: Room CL101 Clarendon Building Teesside University

Time: 16.00 pm - 18.00 pm

**BOARD MEETING NOTES**

**Board Members attending:** Paul Crawshaw (Chair), Shirley Pew, Wendy Collins, Michael Wright, Herbert Dirahu, Jamie Clarke

**Healthwatch Staff in attendance:** Natasha Judge, Toni McHale, Carolynne Withers

		Action
1.	<p><b>Welcome &amp; Introductions</b> PC welcomed everyone</p>	
2.	<p><b>Apologies for Absence</b> Jenny Dowsett, Harsh Agarwal, Helen Neal</p> <p>TMc recently met with HN. HN has provided value 'leads' for HW. With an invite for Healthwatch information to go in their newsletters and flyers enclosed in rent statements. 13 offered to provide free meeting rooms to hold meetings. TMc had met with Brian Trodden who offered to assist with HW surveys and information gathering in TS3 area.</p>	
3.	<p><b>Minutes of meeting held 4 September 2014</b> Approved as a true and accurate record</p>	
4.	<p><b>Actions form previous meeting</b> Communication strategy MW- would like to review this. TMc and PC to meet with MW to take this forward. PCP are looking into the possibility of recruiting a Communications/Marketing person. TMc has applied for an Intern.</p> <p>The BAME Weight Management report and recommendations letter has been forwarded to Public Health and the report circulated and uploaded to our website. HD highlighted an item had been overlooked. It was agreed HD would speak to TMc later. IAPT report and recommendation letter has been sent to CCG and report circulated. PC remarked on the good quality of the reports being produced by HW.</p> <p>Social Prescribing - MVDA is leading this work - WC attended the meetings on behalf of HW. Update-the terms of reference for the group were agreed. Mark David (MVDA) requested help from PC (Teesside University) with communication, data input and evaluation and asked if a student or intern would help.</p> <p><b>Action</b> - WC to contact MD to find out if MVDA had applied to the University for an intern.</p>	<p>TMc/PC/ MW</p> <p>HD</p> <p>WC</p>

	<p>WC informed HW that a social prescribing stakeholder event was being held on 4 December 2014 at the Trinity Centre.</p> <p>Work Plan - IAPT/BAME Weight Management reports covered.</p> <p>Young People's engagement - MVDA leading on this work -TMc and Gill Durden (MVDA) attend the Unity Academy where 26 young people completed a survey on what mattered most to them about HW, with very positive feedback. Some students expressed interest in becoming HW Champions. TMc has been invited to an Assembly to talk about HW. Gill Durden is working with young carers at The Junction, Prior woods school, children in care via the local authority and other colleges.</p> <p>Enter &amp; View - meeting held between Redcar &amp; Cleveland (Joan and Ian) and Middlesbrough (SP/WC) HW's attended by TMc/LS. An announced Enter &amp; View visit would take place on 4 December 2014. HW staff supporting this visit would be TMc and CW will be on standby. Discussion took place regarding a follow up visit. It was agreed that depending on findings a further un-announced visit may be necessary. TMc/PC would look at HW guidance on this matter. CQC - TMc had been in contact and informed the manager of the premises of E &amp; V visit.</p> <p>Tele-conferencing - MW did not take part.</p>	TMc/PC
5.	<p><b>Work Plan feedback - standing item</b> <b>Management report - standing item</b></p> <p>TMc and CW have started intelligence gathering on why Cancer Bowel, Cervical and Breast Screening uptake is so low in Middlesbrough. Other agencies, such as Public Health are doing work around screening, TMc is liaising with them to ensure our work is not a duplication. TMc met with Val Lambert, Health Projects lead at Middlesbrough Environment City. Val is also carrying out work on cervical and breast cancer screening. Contact has been made with Katie Bannister, Macmillan Health Awareness and Early Diagnosis Facilitator. Part of her role is to go into communities and raise awareness of cancer through roadshows or presentations. TMc has met with the Macular Degeneration group who raised issues with the bowel screening kit and difficulties they experienced carry out this screening due to sight problems.</p> <p>Dementia friendly communities - WC informed the board that Barclays Bank were doing work with staff around dementia</p> <p>TMc advised the Board that HW were organising Dementia Friendly training, for staff and volunteers. Board members were welcome to attend. Dates etc. TBC</p> <p>TMc had met with Corrine Walsh - from N/Tees Dementia Collaborative. TMc is attending S/Tees Dementia Collaborative and will sit on the Sub-group with carers and people with dementia.</p>	

	<p>GP registration - HW have received calls from people being asked by the GP for photo identification from potential patients. HW sending letter to GP's and checking out protocols on this process.</p> <p>Just Ask has received information from people who have complained to their GP and been sent 'bog' standard replies which have not addressed their issues. HW England are producing a report on complaints procedures. It was agreed that local HW's would leave this issue for time being but monitor progress on the national work.</p>	
6.	<p><b>Health and Wellbeing Board update</b> PC had met with Katherine Warnock from MCB. HW is giving a presentation at the next HWBB on 3 November 2014. PC to deliver presentation about HW.</p> <p>TMcH to prepare presentation.</p>	TMc
7.	<p><b>Feedback from meetings attended as HW rep</b> On-Demand - TMc was due to attend this meeting on behalf of PC however the meeting was cancelled.</p> <p>TMc attended the IMProVE meeting. The recommendations have now been approved and the process of implementation has begun. As this is predominantly an internal matter HW will now sit on the advisory group for this work. IMProVE are looking at transport especially in East Cleveland and at implementing a 'district' nurse type role.</p> <p>MW - gave an overview of meeting he had attended. Full reports were circulated.</p> <p>MW queried Independent Complaints Review Panel meeting held at JCUH - he had no response from them.</p> <p>TMc- need to keep track of all meetings attended by board members on behalf of HW. She will circulate a list to be completed. A discussion took place about the capacity to attend meeting.</p> <p>S/Tees patient experience - nobody currently attending.</p>	
8.	<p><b>Volunteer Update including Enter &amp; View</b> TMc/NJ updated the board on the volunteering procedures PCP were introducing. Volunteers had been invited to meeting on 30 September 2014. Training would be offered to all T/HW volunteers on Safeguarding, Confidentiality &amp; Dementia.</p>	

9.	<p><b>Future Guest Speakers</b> TMC asked the Board who they would like as future guest speakers. Suggestions were: -Debbie Smith - dementia CQC Somebody from social care - Assistant Director of ASC Henry Waters Chair of CCG</p>	
10.	<p><b>AOB</b> WC suggest a student placement to assist HW Recruitment of more board members took place and the current gaps in knowledge/experience etc. It was agreed that gaps needed covering were from people with a health background such as a retired nurse/GP and or a social care back ground.</p>	
	<p><b>Future meeting dates:p</b> 27 November 2014 - 4pm-6pm Room CL 101 Clarendon Building Teesside University TS1 3BA</p>	