

14th April 2014
Venue: Westfield Farm
Time: 1.00 pm - 3.00 pm
BOARD MEETING NOTES

Board Members attending: Ian Holtby (Chair), Mike Milen, David Morris, Bob Norton

Healthwatch Staff in attendance: Carol Gaskarth, Lindsay Rutherford, Carole Marshall

Guests in attendance: n/a

		Action
1.	<p>Introductions BN was welcomed back to the Board. CM was introduced as the newly appointed Community Engagement Assistant working on a casual basis.</p>	
2.	<p>Apologies Apologies received from Lawrence McAnelly and Paul Davies.</p>	
3.	<p>Notes from the last meeting and matters arising</p> <p>4.4 LR advised that a quarterly meeting between Healthwatch Chairs' and the South Tees CCG Patient and Public Involvement Lay Representative is in the process of being arranged to discuss emerging themes and work areas. As previously expressed, MM volunteered to represent Healthwatch at CCG locality meetings. LR advised within Redcar and Cleveland, there are two locality meetings, Langbaugh and Eston.</p> <p>4.5 BN raised the previously circulated list of possible meetings and partnerships that Healthwatch representatives could attend. It was proposed to re-look at representation on the North East Ambulance Service Forum Meeting and ask the other two Healthwatch organisations' in Middlesbrough and Stockton about sharing representation and feeding back.</p> <p>DM would like to explore the possibility of arranging a quarterly meeting along with Healthwatch Middlesbrough representatives with South Tees Trust.</p> <p>6.1 IH advised that he and CG would be attending the next Scrutiny Meeting once a date is arranged to provide a Healthwatch update.</p> <p>6.5 LR advised that the Service Manager for the Alzheimer's Society in Tees Valley has shown an interest in becoming more involved in Healthwatch including Board level. LR will be meeting to discuss further involvement and liaise with IH to attend the next Board Meeting.</p> <p>CG advised that Jason Lowe would like to continue to receive minutes from future Board Meetings.</p>	<p>LR to clarify and liaise with PB.</p> <p>LR to action.</p> <p>LR to action.</p> <p>LR to contact and arrange.</p> <p>LR to send.</p>

	<p>7.2 LR advised that a date for enter and view training for staff and Board Members had initially been scheduled for the 19th May. Due to a date change to the next Board Meeting, this occurs on the same date. LR advised that the training package developed, is a full day. It was suggested to find out if a condensed version could be delivered.</p> <p>CG advised that volunteers commence training before the end of May.</p> <p>9. An update on the proposals around the IMProVE programme were provided to the Board. The Board advised they would like to know the dates of the upcoming public meetings across Redcar and Cleveland.</p> <p>Notes were agreed as an accurate record.</p>	<p>LR to liaise with LY and report to Board on dates going forward.</p> <p>LR to contact PB.</p>
4.	<p>Governance</p> <p>4.1 Declarations of interest None declared.</p> <p>4.2 Board Member representation at external partnerships CG requested that Board Members inform Healthwatch staff of any meeting or partnership that they are attending and will be representing Healthwatch in the next 4-6 weeks. Board members confirmed the following:</p> <ul style="list-style-type: none"> • BN will be attending the Dental Call to Action Event on the 23rd April. • BN and DM will be attending a welfare reform meeting at Northumbria University. • DM is awaiting a date to meet the Dean of Pharmacy at Durham University. 	<p>LR to circulate report template.</p>
5.	<p>Healthwatch Manager Report</p> <p>5.1 An update was provided on membership and communications. CG advised that an increase in membership, social media numbers and promotion within the community has been given to staff as a target in the coming weeks.</p> <p>5.2 It was agreed by all to hold the annual meeting in June with a focus and vision about moving forward.</p> <p>5.3 It was agreed by all to provide further information about the queries received through the Information & Signposting Service e.g. how many referred and how many satisfied.</p> <p>5.4 CG confirmed Martin Booth has left his role at PCP and that Natasha Judge has been appointed as the Tees Healthwatch Manager. IH suggested a</p>	<p>LR liaise with LS.</p> <p>IH to</p>

	<p>letter of thanks be forwarded to Martin for his contribution to the Board and Healthwatch.</p> <p>5.5 CG confirmed there will be an office base in The Junction that Healthwatch staff will work from along with other PCP staff members covering projects across Redcar and Cleveland.</p>	<p>action.</p>
<p>6.</p>	<p>Work programme</p> <p>An update report on current work areas was circulated.</p> <p>6.1 Cancer care and support It was agreed for LR to summarise engagement and recommendations in a draft report and circulate to the Board for further comments/ actions before the next Board Meeting.</p> <p>6.2 Talking therapies (IAPT) It was expressed by the Board that the progress report about the talking therapies didn't address some of the initial concerns regarding the demand for a service that isn't being provided. LR stated it was difficult getting feedback from people who have tried to access a service but been unable to, due to people not meeting the assessment criteria. LR requested any ideas from Board Members where further feedback could be obtained.</p> <p>CG requested further clarity to be provided on issues discussed for Healthwatch and staff to take forward.</p> <p>6.3 Transitions from CAMHS to AMHS It was agreed for LR to liaise with LM to gather further feedback around young people's experience of the transition between CAMHS and AMHS to build upon initial intelligence gathered.</p> <p>6.4 Previous areas of work discussed at the January Board Meeting for consideration were circulated. Emerging themes from a support group at the Wellbeing Centre have triangulated with previous feedback around people recovering from drug and alcohol misuse. LR will be attending group to gather further information and the Board agreed that in relation to the information received, to look at what is commissioned locally in comparison to other areas.</p>	<p>LR to produce report.</p> <p>LR consider other options.</p> <p>LR to liaise with LM.</p> <p>LR to action.</p>
<p>7.</p>	<p>Feedback from external partnerships</p> <p>7.1 IH circulated a report with feedback from the Health and Wellbeing Board Meeting held in March.</p> <p>LR to circulate date to IH for next HWB meeting and prepare update report.</p>	<p>LR to action.</p>

8.	<p>AOB</p> <p>8.1 IH informed members of the opportunity to have a Board Development Session. Questions were raised regarding the Board role, remit and duration. LR advised that the session can be tailored to suit their needs. A suggestion was proposed for either CG or NJ to deliver the development session.</p>	LR to liaise and update.
9.	<p>Date of next meeting</p> <p>Monday 19th May 2014 (12.30pm lunch & networking) 1.00-3.00pm @ Westfield Farm, Dormanstown.</p>	LR arrange.

Note taker: Lindsay Rutherford and Carole Marshall.