

HEALTHWATCH MILTON KEYNES HEALTH AND SOCIAL CARE COMMITTEE

Minutes of the meeting held on Tuesday, 11th April 2017 at 9.30pm, The Paul Smith Room, SIA House, Oldbrook.

Minute No.	AGENDA ITEM	ACTION
2017		
27	<p>Present: Members:- Hilda Kirkwood (HK) - Chair Alan Hancock (AH) - Deputy Chair Mike Newton (MN) Carolyn Peirson (CP) Jeff Maslen (JM) Nadia Shaw (NS) Denise Latner-McLaughlin (DLM) Gail Hawks (GH) (Co-opted)</p> <p>Support Team:- Tracy Keech (TK) - Healthwatch Deputy CEO Tracy Fenton (TF) - Healthwatch Officer (Minute taker)</p> <p>Apologies:- Jean Mattinsley (JMY) (Co-opted) Diane Gordon (DG)</p> <p>Member of the Public:- Janet Dawe</p> <p>Tracy Keech was introduced to the members of the HSCC who were not present at the previous meeting in March. The new CEO, Maxine Taffetani starts on Tuesday 2nd May.</p> <p>The post held by Diane Gordon has been made redundant and Diane is currently on garden leave. DG's last working day is 15th May 2017. DG has been asked to complete a handover document by 24th April 2017.</p> <p>An afternoon tea has been arranged for DG on 3pm, Tuesday 18th April at The Swan Hotel, Newport Pagnell. TF to organise attendees.</p>	<p>DG</p> <p>TF</p>

28	<p>Declarations of Interest</p> <p>None</p>	
29	<p>Approval of the Minutes of the last meeting of the Health and Social Care Committee - 14th March 2017.</p> <p>The minutes were agreed and signed.</p>	
30	<p>Matters arising from Minutes not elsewhere on the Agenda.</p> <p>MN raised if there are plans to involve Lesley Bell (LB) with HSCC Committee. HK confirmed LB expertise is in Integrated Care and will have a discussion with LB to confirm if she is happy to join the HSCC Committee as an Integrated Care Representative. If LB agrees she will be formally co-opted at the next HSCC Meeting.</p> <p>17.4 Engagement Meeting with Arden GEM</p> <p>AH, TK and Marion Wale (MW) met with Sue Cavill (SC), Regional Head of Engagement and Tara Jackson (TJ) on 3rd May. SC is aware that the lack of admin support at the CCG is causing problems and everything is organised at the last minute. Arden GEM's role in the STP is still unclear. HW will attend a meeting on 21st April to discuss the draft report/results from the Low Clinical Value Consultation before the results are presented to the CCG board.</p>	HK
31	<p>Organisational Development</p> <p>(a) Memorandum of Understanding with MK Council</p> <p>The MOU drafted by MKC will go to the Trustees Board on 20th April to be formally approved. More discussion to take place on the priorities of MKC and should they be aligned with what's happening in the NHS.</p> <p>(b) Draft Strategy Proposal & Work Plan</p> <p>All Authorised Representatives (ARs) including Young People to be invited to the next HSCC meeting on 9th May to discuss the Draft Strategy.</p> <p>TK raised that the ARs and HSCC are working independently and disjointedly and is planning to bring all the ARs together. TK and TF to arrange a separate meeting for the ARs.</p> <p>The work plan has not changed and TF to correct minor typing errors</p>	<p>TK/TF</p> <p>TF</p>

	<p>(c) Election for Trustees</p> <p>HK thanked AH for all the work he has done so far. AH to develop the application pack which will be taken to the Trustee Board on 20th April for approval.</p> <p>TF confirmed we have had 1 expression of interest so far. MN confirmed the Trustees to vet all candidates and can reject any candidates if they have any conflicts of interest.</p>	AH
32	<p>Chair Update</p> <p>HK to attend the HWB Strategy Board meeting later today. The combined meeting between MKUH and CCG has been cancelled. HK met with Simon Lloyd (SL), Acting Chairman of MKUH Council of Governors to discuss the role of HW on the Council of Governors. SL is happy with the overview that HW brings to the council and that HW is developing a relationship with MKUH through Patient Experience Manager, Michaela Tait. SL suggested HW remain on the board for a further 6 months.</p> <p>HK is to step down from the Council of Governors and another representative to be found. It was suggested a member of staff either TK or MT could take over. HK to give TK the list of meeting dates.</p> <p>AH raised if HW needs to continue with producing a report of the Council of Governors as they are never discussed.</p>	HK HK
33	<p>Update of Issues and Projects</p> <p>a) PPG Networking Meeting The meeting was well attended and the new venue was well received. The presentation by Richard Alsop (CCG) re: Clinical Priority & Best Value was very informative and a large discussion on DNAs took place during the 2nd half of the meeting. NS has since approached Hilltops and will work with them. The next meeting will be held on 21st June. TF to circulate the date.</p> <p>b) Annual Event The date of the event at The Centre:MK is 12th September. Payment to be arranged for hire of Middleton Hall. TK & TF to work together.</p> <p>c) Annual Meeting The meeting is scheduled for 19th July. The subject/theme of the meeting was discussed. It was agreed the subject would be the GP Federation and an update on Primary Care. Speakers to be arranged and NS to work with TF/TK. Invites need to be sent out in May.</p>	TF TK/TF TF/TK/NS/ AH/JM

	<p>d) Clinical Priority HW to attend a meeting on 21st April to view results of the consultation before they are presented to the CCG Board later that day.</p> <p>e) Charging on Community Care Consultation Changes to the charging process will commence at the end of April. Some services which are currently part of packages will now be chargeable. TK to research the status of the consultation and CP to provide TK with contact. Victoria Collins from MKC could also be contacted to provide an update.</p> <p>f) A&E Survey Project The project should be complete by the end of April. DG to complete a report following a de-brief session from the volunteers.</p> <p>g) GP Access TK has looked at the historic data/documents and there are 3 options. 1. To terminate the project 2. PDSI to provide volunteers 3. To utilise the E&V volunteers The TK felt the timescales for the project was ambitious but NS confirmed the GP surgeries want the reports. CP volunteered to participate in the project. HK to respond to Ernie Boddington regarding his concerns.</p> <p>h) Civi CRM The data/information is on Civi but may not be easy to extract for reporting purposes. TF, TK & Ellie Spear (ES) to organise a standard inputting format.</p> <p>i) Annual Report Everyone received a copy of the Annual Report template. If anyone would like to input anything into the report please email ES directly.</p> <p>j) Newsletter HK to draft a chair statement and the newsletter to be sent out after Easter.</p>	<p>TK/CP</p> <p>DG</p> <p>HK</p> <p>TK/TF/ES</p> <p>HK</p>
34	<p>Updates from Sub-Groups and AR's</p> <p>a) Comms & Marketing Application form to format and the typos in workplan to be corrected.</p> <p>b) ICT After analysis of Google Aps vs Microsoft 365, MN confirmed the staff will continue to use Microsoft 365 and Sharepoint to be investigated and made available. TK to meet with Tony Capewell and will ask Tony to make any proposals in writing.</p>	

	<p>Bob Strudwick - Age UK MK, has now collected the laptop.</p> <p>c) C&YP The first meeting to be held on 19th April at John Lewis Community Room. TK is keen to progress the 1st Aid project and proposes to include Mental Health. Awaiting to hear from Red House Surgery regarding a presentation to their PPG group. David Dean, BLMK STP will attend a future meeting. An advert to be placed in the next E-Alert/Newsletter for new recruits. GH to provide TK with a contact for the college. TK will be visiting St. Pauls School on 18th April.</p> <p>There are plans to change the Children Programme Board and GH to liaise with TK regarding information and meetings.</p> <p>d) Governance & Standing Procedures AH has produced a draft of the Standing Procedures and a subgroup will meet to look at the document in more detail and discuss. The meeting will take place after 2nd May to enable MT to attend. Please email AH directly with any points or comments in the short term.</p> <p>e) Enter & View JM confirmed that he is taking stock of where the programme is at as a lot of training has happened in the last few months. Care Homes may not be ideal for early or first visits as they are complex. It was suggested to use the E&V volunteers on the GP Access project to enhance their skills and provide them with more experience and may also provide an opportunity to identify gaps in training and reporting. The next stage is for JM and TK to meet and work together to make proposals for the next HSCC meeting.</p> <p>f) Mental Health The last MH Programme Board meeting was cancelled and DLM to deputise for GH at the next meeting as they have been working together. HK pointed out that Mental Health has been side-lined and would like to devote more time to this area.</p> <p>TK raised the lack of received AR reports from meetings they have been attending.</p> <p>It was decided that an Operational Review meeting would be held before the next HSCC to discuss the status of all meetings Authorised Reps attend. TF to organise.</p>	<p>TK</p> <p>GH</p> <p>TK/GH</p> <p>All</p> <p>JM/TK</p> <p>TF</p>
35	<p>PM GP Access Fund - MK Health Extra The project has been put out to tender with the new programme starting in April 2017. UCS will take over for 6 months as the board has now closed and all project workers have left. At the end of 6 months the GP Federation will take over. The appointments are being used (especially by children) with very few DNAs. NS to attend</p>	

	the Service Manager Meetings as they want HW involvement.	NS
36	<p>STP Update HK involved in the Overview and Scrutiny meeting on priority 5 (system redesign). All 16 organisations have had an explanation of the new system and feedback/comments have been gained. There is a broad acceptance of the system in Luton, Beds & MK.</p> <p>AH and HK are concerned that no HW representatives have been invited to attend any top-level meetings. The 4 local HWs meet separately and will submit a paper to the Health & Select Committee in Parliament regarding poor engagement and involvement.</p> <p>AH believes Primary care will be the next big focus.</p>	
37	<p>Authorised Representatives update on advertised vacancies.</p> <p>a) MK Maternity Liaison Committee The three potential candidates to be invited to meet with TK and Leanne Stamp, Chair of Maternity MK.</p> <p>b) MKCCG - Translation/Language Service Pathway TK to look at the original request from MKCCG and contact Matt Webb.</p>	<p>TF</p> <p>TK</p>
38	<p>Any Other Business Homeless Bus Shelter Project An ex-tour bus has been acquired through lots of fundraising. The bus will be able to provide sleeping and washing facilities but also provide a registered address for those with no fixed abode, to enable them to apply for jobs and to move onwards. The bus will eventually have a central location.</p> <p>Janet Dawe currently attends the Homeless Partnership Board and is happy to provide feedback to future HSCC Meetings.</p>	
39	<p>Date and Times of Future Meetings</p> <p>Tuesday 9th May, 6.30pm - 9.30pm - Boardroom MKCCG, Sherwood Drive, Bletchley, MK3 6RT Monday 12th June, 9.00am - 1.00pm - MKBC, Linford Wood Tuesday 11th July, 1.30pm - 5.00pm - MKBC, Linford Wood</p>	

Signed.....Chairperson

Date.....