

## HEALTHWATCH MILTON KEYNES HEALTH AND SOCIAL CARE COMMITTEE

Minutes of the meeting held on Monday 12 June at 9.30am, Boardroom at Milton Keynes Business Centre

Minute No.	AGENDA ITEM	ACTION
2017		
49	<p><b>Present:</b>  <b>Members: -</b>            Hilda Kirkwood (HK) Chair            Alan Hancock (AH) Deputy Chair            Jeff Maslen (JM)            Gail Hawks (GH) (Co-opted)            Mike Newton (MN)            Carolyn Peirson (CP)            Jean Mattinsley (JMY) (Co-opted)            Denise Latner-Mclaughlin (DLM)            Nadia Shaw (NS)</p> <p><b>Operations Team: -</b>            Maxine Taffetani (MT) Healthwatch CEO            Tracy Fenton (TF) Healthwatch Office (Minute Taker)</p> <p><b>Apologies: -</b>            Lesley Bell (LB)</p> <p><b>Observer: -</b>            Marion Wale (MW)</p> <p>HK welcomed everyone to the meeting</p>	
50	<p><b>Declarations of Interest</b>            None</p>	
51	<p><b>Approval of the Minutes from the last meeting of the Health and Social Care Committee - 9 May 2017</b>            The minutes were agreed and signed.</p>	
52	<p><b>Matters arising from the Minutes not elsewhere on the Agenda: - Item 30 (Engagement with Arden Gem)</b>            The results from the recent Low Value Clinical Consultation are not</p>	

<p>ready. Healthwatch agreed to not present at the same staff forum as Arden GEM. HWMK are booked to attend September CCG Staff Forum but Arden Gem have now been delayed to the Sept meeting also. HK, AH &amp; MT to raise this at the next meeting with Matt Webb.</p> <p><b>Item 31 (c) Election of Trustees</b> AH confirmed we received three applications. AH acknowledged an applicant from a current co-opted Trustee. The two remaining applicants will be invited to meet with the Trustees. AH confirmed there will be no need for an election.</p> <p><b>Item 32 - Council of Governors (CoG)</b> HK confirmed the Chair of the CoG is aware that MT will be replacing HK when she steps down. The CoG have started to look at the governance process for replacing existing members.</p> <p><b>Item 33 (c) - Annual Meeting</b> The date is now confirmed for 26 July. Invites will be sent out by the end of the week.</p> <p><b>Item 33 (e) - Charging on the Community Care Consultation</b> No decisions on the consultation have been made.</p> <p><b>Item 33 (f) - A&amp;E Survey Project</b> The report has been approved by the A&amp;E Delivery Board and is now available on the HW website. JMY confirmed Mark Cox is taking action on some points raised in the report with regard to people being advised to attend by other healthcare professionals.</p> <p><b>Item 33 (g) - GP Access</b> TK has met with Ernie Boddington, Ros Bloor and NS. The meeting went very well and the project will be resurrected. The next meeting is on 5 July.</p> <p><b>Item 34 (c) - C&amp;YP</b> The meeting scheduled for 1 June was postponed due to exams. DLM raised concerns regarding the lack of member numbers and felt parts of the young people's membership is being under represented and there are many opportunities to expand the membership.</p> <p>DLM to be the voice of the YP as it was felt they did not need to attend the HSCC meetings.</p> <p>Changes to the YP website are required and HW to utilise other social media forums to reach more YP across MK.</p> <p>MT suggested HW identify and try to work collaboratively with existing organisations such as Brook, Young Alliance, Young Carers,</p>	<p>HK, AH &amp; MT</p> <p>TK</p> <p>ES</p>
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	<p>Schools and Colleges. MT also suggested HW attend fresher fayres in September.</p> <p><b>Item 34 (f) - Mental Health</b> A meeting is scheduled between Simon Warren, MT &amp; TK for 16 June.</p> <p><b>Item 34 (e) - Enter &amp; View</b> Approval for the E&amp;V project has been given by JM and MT. TK to meet with two E&amp;V volunteers to plan the first visit planned for the end of June.</p> <p>JM confirmed The Home 1<sup>st</sup> Project has been delayed.</p> <p><b>Item 36 - STP</b> Due to Purdah ending last week there is no activity to report. A lot of activity regarding Priority 5 (System Redesign) has been happening behind the scenes involving the 16 STP partners. AH confirmed Pauline Phillips is no longer CEO of Luton &amp; Dunstable Hospital, David Carter is now acting CEO.</p> <p><b>Right Care Transformation Board</b> MW to attend the above board (formally Care Pathways &amp; Primary Care Board) and NS to deputise. All agreed.</p> <p>MW to email HK with possible sub-groups arising from the Board.</p>	<p>MT/TK</p> <p>TK</p> <p>MW</p>
53	<p><b>Chairperson Update</b> Covered in the above</p>	
54	<p><b>CEO Update</b> MT has had a busy start in her new role and has been working closely with AH. The last few weeks have been spent getting familiarised with HW and functions. MT has met Key Stakeholders from CCG, MK Council &amp; MKUH and attended an external conference with NS on Innovation and Excellence. A speaker from an organisation called Health Matters was particularly interesting as they support people who suffer from long term conditions. This lead to a discussion about patients who suffer from long term conditions with hidden symptoms and patients who are wrongly diagnosed.</p> <p>HK identified a potential project in this area and suggested MT liaise with Michaela Tait, MKUH for further discussion.</p> <p>MT is impressed with the level of engagement at Key Stakeholders level regarding representing the patient/public voice. HW need to utilise our current volunteer interests and MT is in the process of mapping the meetings our volunteers attend.</p>	<p>MT</p> <p>MT</p>

<p>55</p>	<p><b>Standing Procedures - Draft Report</b> A subgroup meeting was held on 4 May to discuss standing procedures. If the decisions made at that meeting are agreed today, they will form part of the final document. MT had requested the term 'Support Team' be changed to 'Operations Team' - All Agreed.</p> <p>Elections for a new Chair and Deputy will be held at the 8 August HSCC meeting.</p> <p>DLM proposed 2 Deputy Chairs (possibly 1 x Physical Health and 1 x Mental Health)</p> <p>Standing Procedures approved subject to the following amendments: -</p> <ul style="list-style-type: none"> <li>• The number of Co-opted members to increase from three to six.</li> <li>• The term 'Ordinary members' to be replaced with 'Healthwatch Members'.</li> </ul>	
<p>56</p>	<p><b>Volunteer Review</b> TK was tasked with how our current volunteers interact with the organisation and each other - this is an ongoing piece of work. HW need to expand the volunteer membership with a focus on unrepresentative groups.</p> <p>All approved the proposed review subject to the following amendments: -</p> <ul style="list-style-type: none"> <li>• The 'HSCC Committee Members/Subject Matter Expert' title to be changed to reflect those who do not fit into any of the three categories.</li> <li>• 'Authorised Representatives' to be used for the E&amp;V Volunteers only (as stated by law)</li> </ul> <p>A DBS review to be taken and new ID Badges need to be issued.</p>	<p>MT</p>
<p>57</p>	<p><b>Activity Workplan 2017</b> MT stated that the workplan is in a basic format and can be adapted. MT explained we need a mechanism to bench mark our personal activity targets.</p> <p>After discussion, everyone approved the activities listed in the plan. It was agreed that the STP activity regarding issues gathering be removed.</p> <p>JM suggested the workplan be reviewed in one year.</p>	

58	<p><b>Annual Report - Final Comments</b> The Comms sub-group met last week to approve the report subject to minor amendments. It was suggested we start to build our own portfolio to use for future reports.</p>	
59	<p><b>Any Other Business</b> HW business cards are now available for Representatives to use.</p> <p>DLM requested a Risk &amp; Issue Register be created for HSCC governance purposes.</p> <p>MT raised the frequency of meetings and suggested they carry on monthly until September then be reviewed again.</p>	
	<p><b>Date and Time of Future Meetings</b></p> <p>Tuesday 11<sup>th</sup> July, 1.30pm - 5pm - MKBC, Linford Wood          Tuesday 8 August, 6.30pm - 9.30pm - MKBC, Linford Wood          Tuesday 5 September, 9.30am - 1pm -MKBC, Linford Wood</p>	

Signed.....Chairperson

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