



Board Meeting

Monday 9th November 2020
 2:00pm - 4:00pm
 Online via Zoom

MINUTES

Members of the Board present: Chair - David Williams (DW) Vice-chair - Barbara McIntosh (BM) Treasurer - Adrian Attard (AA) Adrian Bonner (AB) Shri Mehrotra Noor Sumun (NS) Launa Watson (LW) Janet Wingrove (JW)	Staff team present: Pete Flavell (PF) Gemma Thatcher (GT)	Apologies: Simon Breeze (SB) Lorraine Davis (LD) David Elliman (DE)
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1.	Welcome, apologies and notification of Any Other Business
1.1.	DW opened the meeting and apologies were noted.
1.2.	SM notified DW of AOB.
2.	Minutes of previous meeting
2.2.	The minutes from the previous Board meeting of 9 th November 2020 were <i>accepted</i> .
3.	Matters arising (not covered elsewhere on the Agenda)
3.1.	<u>Sutton Health and Care @ Home Contract Performance Meeting</u> ACTION: DW to raise the issue of access to equipment at the next Sutton Health and Care @ Home Contract Performance Meeting with NHS Sutton. DW advised the Board that there still hasn't been any open meetings due to the coronavirus pandemic. He said that he will raise the issue when the opportunity arises.
3.2.	<u>Representation</u> ACTION: PF to develop assessment criteria/scoring system to assess meetings attended by the Board. ACTION: PF and GT to share table with the Board to fill out their areas of interest (for sub-groups) GT has created a spreadsheet of the meetings where Directors represent Healthwatch Sutton. PF explained that he needs to look over this spreadsheet and develop a scoring system which will help evaluate and assess each meeting in terms of how beneficial it is to the organisation. GT has also created a table to find out which areas of interest the Directors have. PF said that he will have a look over this table and will send it out to the Board when it is finalised.

<p>4.</p> <p>4.1.</p> <p>4.2.</p>	<p>Coronavirus update</p> <p>DW updated the Board on the messages he has received from the local NHS that are mainly focused on the Covid vaccine roll-out in Sutton.</p> <p>BM also gave an update on the Health and Wellbeing Board’s response to the Coronavirus. The Borough has received a £2 million grant to focus on residential homes where there has been a high mortality rate. She said that they are planning on spending the money on staffing to try to diminish the transmissibility of the virus.</p>
<p>5.</p> <p>5.1.</p> <p>5.2.</p>	<p>Comms update</p> <p>GT updated the Board on our Comms activities from July - December 2020.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Healthwatch Sutton Comms Report Jul20</p> </div> <div style="text-align: center;">  <p>Healthwatch Sutton Comms Report Oct20</p> </div> </div> <p>PF suggested that GT contact other local Healthwatch in South West London to compare our comms analytics figures. ACTION: GT to contact local Healthwatch in South West London to compare our comms analytics figures.</p>
<p>6.</p> <p>6.1.</p> <p>6.2.</p>	<p>Project updates</p> <p><u>Primary School CYP MH</u> In PF’s absence, Alison Navarro held a workshop with local teachers and key stakeholders who are involved with children and young people.</p> <p>BM attended the workshop. She explained that at the beginning, the group could not see a purpose for our data because it was collected before the pandemic, and children’s mental health needs have escalated and changed since then. However, as the meeting progressed, the group suggested we could use our data as a baseline and conduct another survey with a similar cohort of children, and compare the data. She said that the group was enthusiastic about this idea.</p> <p>PF said that he would still like to publish our report with the data collected before the pandemic, with updated contextual information and potential next steps. He also said that we also need to gauge the enthusiasm from schools for this project. The current situation makes it difficult as the majority of children are being home-schooled, with the exception of children of key-workers. ACTION: PF to scope out the primary school mental health project.</p> <p><u>Care homes</u> Our Enter & View visits are still paused due to COVID-19 restrictions.</p> <p>However, PF explained that we have put together a proposal for LBS, based on Healthwatch Croydon’s engagement with care home residents and their family and friends. LBS have agreed to commission us for this piece of work.</p>

	<p>PF said that we will send packs to all care homes with information about the project. These packs will also include paper versions of the surveys and instructions on how people can complete the surveys online. To encourage uptake, PF will also ring every care home to try and speak to the manager.</p> <p>Assuming we get enough responses to our surveys, we will provide a report for LBS and a verbal report with anonymised feedback to the care home managers who take part.</p> <p>PF acknowledged that the care homes may be very busy with the Covid vaccine roll-out, and this may impact on the project.</p> <p>LW asked how we plan to reach resident’s family and friends because they are not able to visit care homes at the moment. PF explained that some care homes send out e-bulletins, and he is considering incentives.</p>
6.3.	<p><u>Sutton Health and Care @ Home</u> This project still remains paused due to COVID-19. Sutton Health and Care are not currently collecting responses to our survey.</p>
6.4.	<p><u>Palliative Care Co-ordination Hub</u> PF explained that we have started collecting responses to our survey, and he will write and send them a quarterly report. PF hopes to send them their first report for the last quarter in the coming weeks.</p>
6.5.	<p><u>IAPT Project</u> PF, BM and JW have spoken to the NHS commissioners for the mental health service, Sutton Mental Health Foundation, service providers (Uplift and IAPT) and the consultant psychiatrist who works at St Helier A&E. ACTION: PF to set-up a meeting with BM and JW to discuss next steps.</p>
6.6.	<p><u>Test and Trace Survey</u> It was agreed that we should close the survey as it is no longer a newsworthy topic. We have collected over 100 responses and we will produce a report in the coming weeks.</p>
7.	Update on Community Action Sutton CEO
7.1.	Simon Breeze has now started in his new role as the CEO of Community Action Sutton.
8.	Managing the PPG/PRG Contract
8.1.	<p>We had to postpone the recruitment for the role of Health Engagement and Projects Officer, due to PF’s absence.</p> <p>We received applications in November and let the applicants know that the process had been postponed. It is hoped that we will be able to find the candidate from the applications we have already received. However, PF acknowledged that it has almost been 2 months since the deadline closed for applications, and applicants may no longer be interested.</p> <p>If we cannot find a suitable candidate, we will start the recruitment process again.</p>

8.2.	AA asked if the CCG was aware that we have not yet recruited for the role. DW confirmed that they are aware and we have continued to cover the work in the absence of a dedicated member of staff.
9.	<p>Quality Framework</p> <p>9.1. Delana from Healthwatch England attended our Quality Framework meeting in November to deliver some training.</p> <p>9.2. PF said that he has received an email from Healthwatch England asking if we will be completing the Framework by the end of March (in ‘Phase 2’). PF does not want to make a commitment until he has evaluated our workload. ACTION: PF to decide on the approach the Board can take to complete the Quality Framework. ACTION: PF to email Alvin at Healthwatch England to find out more about the March deadline.</p>
10.	<p>Representation on the SWLCCG Governing Body</p> <p>10.1. SWLCCG have agreed to pay for an independent consultant to support the local Healthwatch in South West London to develop recommendations for how best to include Healthwatch as part of the SWLCCG Governing Body.</p> <p>However, PF explained that since then, NHS England has written to the CCG Governing Body and Local Authority with instructions to become an Integrated Care System, which has a different set-up.</p> <p>PF is currently in discussions with the other local Healthwatch in South West London about the best way to proceed.</p> <p>10.2. Following discussions in our last meeting, PF sent the Constitution of the Governing Body to DE. ACTION: PF to find out DE’s thoughts on the constitution for the SWLCCG Governing Body.</p>
11.	<p>Making Informed Choices</p> <p>11.1. The Making Informed Choices tender has been postponed due to COVID-19.</p>
12.	<p>Finance</p> <p>12.1. AA explained that it is not possible to give the summary for the third quarter (Oct-Dec 2020) because only the October figures are available.</p> <p>12.2. He summarised the income and expenditure for October 2020.</p> <p>12.3. AA also explained that he spoke with Dun. She advised him that in view of the lockdown and other coronavirus restrictions, we are saving money on rent, management costs, governance and finance.</p>
13.	Information and Support Meeting - 1st February 2021

13.1.	DW suggested that we have an update on the flu and covid vaccines, as well as the Crisis Café at the next meeting.
13.2.	At our previous meeting, BM suggested that we could invite a commissioner to speak to the Board about the children’s mental health service in Sutton.
13.3.	DW also suggested that it may be beneficial to invite someone to talk to the Board about PIFU (Patient Initiated Follow-Up) at a future meeting. ACTION: PF and GT to invite speakers to the next Info & Support Meeting in February.
13.4.	DW said that there will also be an opportunity for Directors to feedback on meetings they have attended.
14.	Important/urgent highlights from Board/Committees, Groups etc.
14.1.	There were no important/urgent highlights Board/Committees or Groups.
15.	Any Other Business
15.1.	SM told the Board that he has been approached by Healthwatch England for a quote because they are producing an online induction module for Healthwatch board members. He will send a copy of the quote to the Board when he has written it.
	Date of next meeting: Monday 8 th March 2021, 2pm - 4pm on Zoom

ACTION LOG

Ref	Action	Who	Date
3.1.	DW to raise the issue of access to equipment at the next Sutton Health and Care @ Home Contract Performance Meeting.	DW	Ongoing
3.2.	PF to develop assessment criteria/scoring system to assess meetings attended by the Board.	PF	
3.2.	PF and GT to share table with the Board to fill out their areas of interest (<i>for sub-groups</i>).	PF	
5.2.	GT to contact local Healthwatch in South West London to compare our comms analytics figures.	GT	08/03/21
5.3.	PF to scope out the primary school mental health project.	PF	
6.5.	PF to set-up a meeting with BM and JW to discuss next steps (<i>for the IAPT project</i>).	PF	
9.2.	PF to decide on the approach the Board can take to complete the Quality Framework.	PF	
9.2.	PF to email Alvin at Healthwatch England to find out more about the March deadline (<i>for the Quality Framework</i>).	PF	
10.2.	PF to find out DE's thoughts on the constitution for the SWLCCG Governing Body.	PF	
13.3.	PF and GT to invite speakers to the next Info & Support Meeting in February.	PF/GT	18/01/21