**­­Board Meeting**

Monday 8th January 2018

Granfers Community Centre

**MINUTES**

**Members of the Board present**;

Chair – David Williams (DW)

Vice Chair - Barbara McIntosh (BM)

Adrian Bonner (Abo)

Derek Yeo (DY)

Shri Mehrotra (SM)

**Staff Team present**

Pete Flavell (PF)

Ishmael Evans (IE)

Pam Howe (PH)

**Apologies**

Launa Watson (LW)

Treasurer - Adrian Attard (AA)

Alison Navarro (AN)

Annette Brown (AB)

The meeting started at 2.00pm

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| **1.** | **Welcome and Apologies**  The chair welcomed everyone to the meeting and apologies were noted. |
| **2.** | **Minutes from the Board Meeting held on 13th November 2017**  The minutes from the Board Meeting held on 13th November 2017 were ***accepted***. |
| **3.** | **Matters Arising**  The following actions were carried forward from the previous meeting:  **ACTION: AN to speak to IE about VC Connect**  **ACTION: DW to raise call system issue with Sutton Council**  **ACTION: SM to pass information regarding on to ST**  **ACTION: IE to arrange AfA Meeting**  **ACTION: PF to liase with AA to ensure he is happy with accounts**  **ACTION: IE to contact board about decision on business cards** |
| **4.** | **Update on CCG commissioned work HWS representative on PRG**  **PH** provided an update to the group about the CCG commissioned work she has been involved in. The patient reference group (PRG) is continuing to run effectively and is growing. **PH** shared an example of Shotfield practice PPG as a group which has been successful in developing.  PRG funding is available until march. **PH** suggested changing PPG structure where there is a great emphasis on practice’s to work with and support PPGs. |
| **5.** | **Update on Health Champions and new potential CCG work**  **PH** provided an update on the work of health champions. The scheme now has 9-10 people ready to start training. Quite a few are practice based. The original plan was for CCG to devise a work plan but due to staff shortages, **PH** will take on the planning of training which will take place the end of Jan. Accredited training for people who want to take role further in practices.  A new opportunity for work was shared by **PH**. Sutton CCG has approached SCVS and Healthwatch with £14,000 to run three projects. The first project would be to support PPG/PRG to revise websites and phone services. The second project would be outreach and education sessions concerning cancer and young people health. The final project is to facilitate a blog looking at young people and mental health.  **ABo** adds about cogness which is being set up partially by the council which works with young people around health with 75% ownership. |
| **6.** | **Volunteer Recruitment**  **PF** updated the group on volunteer recruitment. **DW** suggested having a mentor with new volunteers so that they work together and feel comfortable in their role. **PF** presented the two roles that will be advertised, enter and view volunteer and outreach volunteer. There was also a mention of having someone to undertake admin duties from time to time. **PF** feels more can be done to support volunteers and acknowledged how crucial and appreciated they are. **DW** suggests opening up opportunities for 6th form students to gain extra experience.  **BM** mentions about who will respond to enter and view reports. The hospital will respond to enter and view reports. |
| **7.** | **Project Update**   **CYP Mental Health Survey**  **PF** has spoken to those who arrange the heads meeting which ran for the primary and secondary heads meeting. Awareness was able to take place and 12 schools expressed an interested in taking place in the project. Concern was raised around safeguarding and messaging around the wording of questions with some sounding very negative. **PF** is waiting until the end of next week for feedback from teachers. **BM** mentions the pressure of Sutton schooling can result in children being passed over to special measures schools.   **A&E Project**  **PF** is currently trying to get in contact with those running A&E. The volunteers and Healthwatch Merton have been contacted about getting involved with the project and currently around 7 people are involved. Currently 7-8 volunteers are signed up. A draft survey has been made for A&E which may need amending. **ABo** asks about ethical approval for the committee. **PF** very happy to approach. **ABo** mentions about having an ethics committee to look at projects that are run.   **Dementia Hub**  A date is set for a meeting to progress with the hub. **PF** to meet with **AN** to look at the running of the workshop. A pilot of hubs would run throughout the borough. 5 venues have currently put themselves forward and then a schedule will be created to see how it goes.   **Crisis Care Plans – SMHF**  Questions would be better asked to people living in the community rather than A&E as most of the people coming through A&E don’t have care plans.    **Care Home Project**  **PF** starting to advertise this project through the newsletter with the invitation to join the project group to discuss how this would be implemented. |
| **8.** | **Important/Urgent Highlights from Boards/Committees/Groups/Other**  **IE** provides an update on grassroots progress and also on creating publicity. Currently 7 groups have been have been awarded funding and several have expressed interest in getting involved in the scheme. Publicity will be redesigned to provide updated information and reflect changes in some of Healthwatch England’s publicity.  **BM** shares about perinatal work and **PF** mentions how it fits in with get the best start in life work - **BM** invites **PF**.  **BM** and **ABo** shared about CAGG. It is a great example of experts by experience.  **ABo** mentions at homelessness, night watch are now working with homeless people who are coming from other boroughs. Homeless families would be an interesting area to see how people are struggling. |
| **10.** | **AOB**  No items were put forward for discussion under AOB. |
| **11.** | **Date of the next meeting – all meetings held at Granfers Community Centre from 2pm to 4pm on;**  **Monday 12th March 2018** |