**Board Meeting**

Monday 12th March 2018

Granfers Community Centre

**MINUTES**

**Members of the Board present**;

Chair – David Williams (DW)

Treasurer - Adrian Attard (AA)

Shri Mehrotra (SM)

**Staff Team present**

Pete Flavell (PF)

Ishmael Evans (IE)

Razia Sattar (RS)

**Guests**

Citizens Advice Sutton (CAS) - Steve Triner (ST)

**Apologies**

Pam Howe (PH)

Alison Navarro (AN)

Vice Chair - Barbara McIntosh (BM)

Annette Brown (AB)

Adrian Bonner (Abo)

Derek Yeo (DY)

Launa Watson (LW)

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| **1.** | **Welcome and Apologies**  **DW** opened the meeting.  Apologies were noted. |
| **2.** | **Minutes from the Board Meeting held on 8th January 2018**  The minutes from the Board Meeting held on 8th January 2018 were ***accepted***. |
| **3.** | **Matters Arising**  *(not covered elsewhere on the agenda)*  **ACTION: IE to clarify with board about the business cards** |
| **4.** | **Youthwatch (Sutton)**  **IE** shared that through the Children and Young People’s Mental Health Project (CYPMH) project invitations to join Youthwatch will be sent out.  **RS** shared about how the CCG project work can link in with Youthwatch as there will be a Youth oriented event at the CCG. This will be an opportunity for people to meet with organisations that provide services to young people in Sutton. |
| **5.** | **Accounts update**  **AA** provided an update on the accounts.A discussion took place about increasing capacity through an extra member of staff. It is felt thatwe are finding capacity difficult and this could be option.Extra staff is a long-term commitment and could provide difficult long term unless extra money sources come in.  An option could be a part time individual who can then be given work across 3 days.  **ST** shared CAS have had a good experience with apprentices. Not always young people but sometimes older people. The important thing is to find the right qualification. People need a breadth of experience that will be gained. National apprenticeship matching service. A grant can be given to help support the scheme. An option could be to split it across the CAB/Healthwatch Sutton.  **ACTION: PF, IE and AN to look at increasing capacity of the team** |
| **6.** | **Citizens Advice Update**    **ST** provides a casestudy documenting work that has been done through the ALPS service and a numerical breakdown of caller issues were provided. |
| **7.** | **Project/Organisational Updates**  **Sutton Health & Care**  **PF** shares an update on the work of Sutton Health and Care. Engagement work will be carried out by HW as a tool to monitor performance of how Health and Care is working on a rolling basis.  **Education Events**  **IE/RS** provide an update on the CCG events. Both events have dates/venues and the publicity is in the final stages of design.  **Health Champions**  There are currently 7 health champions and there is a training event taking place on 26th March.  **Children and Young people’s (CYP) Mental Health Project**  4000 surveys have now gone out to several schools and PF is meeting with further schools in regard to taking part. In order to help with capacity survey printing will be outsourced as several thousand are required.  **A&E Project**  The dates are now sorted for when the visits will take place. This will be throughout March and April.  **Dementia Hub**  **PF** is currently meeting with each venue to work out what would be suitable at each location. A funding sub group is currently being created. There is an opportunity to speak to Tony Ward about working with Healthwatch and the dementia hub project.  **ACTION: PF to contact Tony Ward to see if he would like to work on dementia hub project.**  **Crisis Care Plans - Sutton Mental Health Foundation (SMHF)**  Currently on hold whilst dealing with several other projects but will be continued.  **Care Homes Project**  The London Borough of Sutton (LBS) are keen for us to run this project. We currently won’t have the capacity to go to other care homes. LBS would like to try and financially support the delivery of the care homes project.  **Homelessness Project**  **IE** provides an update to the group on the progression of homelessness project. The next stage is meeting with stakeholders to learn more about what information they would like to find out from the questionnaire. |
|  | **Volunteers**  **PF** provided an update on the volunteer recruitment. Six applications have come through to become volunteers. |
| **8.** | **Important/Urgent Highlights from Boards/Committees/Groups/Others**  **DW** provides an update on the Sutton Local Health and Care plan  South West London STP group has now set up a stakeholder reference group which **DW** has been asked to chair. |
| **9.** | **AOB**  **PF** shares that the Take 5 survey had 225 responses, which will now be written up into a report. |
| **11.** | **Date of the next meeting – all meetings held at Granfers Community Centre from 2pm to 4pm on; Monday May 21st May** |