**Board of Directors Meeting**

Monday 12th September 2016, 2pm to 4pm

Granfers Community Centre, Oakhill Road, Sutton

**MINUTES**

PRESENT;

Chair – David Williams (DW)

Vice Chair - Barbara McIntosh (BM)

Treasurer -Adrian Attard (AA)

Minutes – Sara Thomas (ST)

Pete Flavell (PF)

Alison Navaro (AN) - SCVS

Adrian Bonner (ABo)

Derek Yeo (DY)

Launa Watson (LW)

APOLOGIES;

Annette Brown (ABr)

Shri Mehrotra (SM)

Tony Ward (TW)

Steve Triner (STr) – CAB

Nicky Davies (ND) - SCILL

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| Item |  |
|  | **Welcome and Apologies -** DW opened the meeting and apologies were noted.  **Notification of Any Other Business**  Sustainability Transformation Plans  Changes at Sutton Clinical Commissioning Group  Request for representation at a meeting (14th September 2016) |
|  | **Minutes of previous meeting (11th July 2016) -  *AGREED*** |
|  | **Matters arising *(not cover elsewhere on the agenda)***  Pharmacies - PF has sent an email to Board members advising that the potential pharmacy closures are on hold.  Co-design potential piece of work – **ACTION -** **PF to contact Mary Hopper**  Board member declaration of interest – still awaiting responses – **ACTION -** **ST to chase outstanding.** |
|  | **Away Day**  A discussion took place about the Healthwatch Sutton Board and staff away day.  ***It was agreed*** that AN will facilitate the session, focusing on where Healthwatch Sutton is now and where the organisation wants to be in the future.  ***It was agreed*** that the away day will be held on 14th November from 11am to 4pm and the Board meeting will be held on the same day from 10am to 11am. Venue details will be sent out separately.  **ACTION – ST to arrange venue and catering & circulate information to the board.** |
|  | **SCILL update –** Apologies sent, no update received |
|  | **CAB update -** See attached report    PF will be meeting with STr as CAB will be delivering the Healthwatch Information & Advice service from October 1st 2016. |
|  | **Healthwatch England - Social Care Assessment project**  PF explained that Healthwatch England is keen to find out more about the delays in Social Care Assessments across the country. Healthwatch England has produced a toolkit for each local Healthwatch to use, the toolkits have template letters and feedback forms. Letters have been sent to the London Borough of Sutton, Sutton care homes and sheltered housing associations. Healthwatch England we ask for local Healthwatch feedback from the 1st October 2016. As Healthwatch Sutton is taking part in this research the organisation will be mentioned in the national report that Healthwatch England will produce.  Some directors offered their time to come in to the office to chase reponses.  **ACTION: PF to arrange room and volunteers to come in to chase responses** |
|  | **Headline report/Performance management**  **Inpatient project**  This project is nearly complete. PF will enter the last few surveys on to the system and begin the analysis. PF is hoping to get the first draft of the survey done mid October. A discussion took place around the early finding including satisfaction with nursing staff and comments around food. A report will be produced and sent to Epsom and St Helier hospitals, along with separate reports for each ward including SWLEOC.  **Outpatient project**  PF will put together a table with the actions from the Healthwatch Sutton Outpatients report and take it to the next St Helier patient experience meeting.  **Body Image project**  PF has emailed all secondary schools (including a link to the body image video and link to the feedback form) in the Borough asking if he can come along to one of their PHSE sessions to gather pupil’s views. PF has received no response to date.  A discussion took place around the best way to engage with young people.  **Let’s make support work report (attached)**  A copy of the Let’s make support work for everyone report was shown to Board members. PF informed the group that Dave Hobday (Chief Executive of Sutton Mencap) had completed the report. PF will be meeting with Dave and Rachael Coates (from Advocacy for All) to discuss circulation of the report.  A discussion took place around how the London Borough of Sutton monitor the quality of the support contracts.  It was suggested that Healthwatch Sutton repeat the event in a year to see if any significant changes have been made.  **Jubilee Health Centre report (attached)**  The Jubilee Health Centre Enter and View report was shown to the Board – ST informed the Board that the report is currently confidential. Pam will send a copy to the building manager – once he has seen a copy it will be made public. PF will request to present the report to the London Borough of Sutton Scrutiny Committee.  Scrutiny may wish to take the outstanding issues around signage and the hearing loop further.  **Carers for people with Dementia**  Pam is finishing the report and a final copy should be produced by 4th October 2016.  **Mental Health**  Following the Healthwatch Sutton Mental Event Health PF will look at the feedback to see how best to take points forward. Healthwatch Sutton may run a series a mini projects around themed areas. |
|  | **Important/Urgent Highlights from Boards/Committees/Groups/Other**  **CCG Board**  DW explained that in the future Clinical Commissioning Groups (CCGs) will be streamlined, with 6 governing bodies with smaller units under them. Four CCGs will have one Chief Officer. Sutton CCG will join this in April 2018. Sutton CCG is performing well. The lead officer for Acute would be Jonathan Bates.  Sutton Uplift has been nominated for an award.  Sue Roostan will be leaving Sutton CCG to take up a new post in Hammersmith and Fulham.  **Adult Safeguarding Board** - A discussion took place and it was agreed that BM and AB would continue to attending the meeting and PF would complete the quarterly reports.  **Vanguard Steering Group**  LW took part in a good teleconference. Details for a bid and been agreed. CCG looking at rolling this programme out across more care homes. PF will be meeting with the Vanguard lead shortly.  LW will continue to attend the Vanguard meeting and feedback and relevant items to the Board.  **IDCR**  Next meeting 22nd September, SM is not on the attendance list.  **ACTION – PF to make sure SM is on the attendance list** |
|  | **Finance**  Healthwatch Sutton Income and Expenditure tabled for information.  AA went through the Healthwatch Sutton income and expenditure.  There were no questions. |
|  | **Any Other Business**  DW covered items under item 9 of this agenda. |
|  | **Date of next meeting – all meetings are held at Granfers Community Center**  **12th November 2016 2-4pm** |