**HEALTHWATCH MEDWAY**

**STEERING COMMITTEE MINTUES**

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| **Date of Meeting** | **15.09.2022** |
| **Attendees** | **Chair: Graham Trice (GT)**  **Martyn Cheesman (MCh)**  **Emma-Sue Willows (ESW)**  **John Gallimore (JG)**  **Lyn Gallimore (LG)**  **Marion Shoard (MS)**  **Katharine Bishop (KB)**  **Harrison Kidd (HK)**  **Emma (Medway Parents and Carers Forum)** |
| **Apologies** | **Margaret Cane**  **Rupa Sen (Diversity Forum)**  **Sam Jones (MEGAN)** |

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| **Item** |  | **Action** |
| **1** | **Minutes Agreed from previous meeting**  Welcome to the group and mention of the nations period of mourning following the death of our Queen. Healthwatch have made the decision to cancel the majority of meetings in light of this. |  |
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| **2** | **Action Log Reviewed**  **Action 9**  MCh informed the group that no contact has been received in regard to Youth Parliament. MCh will keep attempting to make contact.  **Action 10**  MCh confirmed there are no upcoming consultations. The vascular report is out. MCh to circulate. | **MCh**  **MCh** |
|  | Action log 7 & 8 have been completed.  **Action 17**  **MCh** informed the group that new promotional material is on it’s way. The preference is to promote via engagement rather than getting keyrings etc made up, to help with carbon footprint. HK has some posters ready for drop-in sessions and is in the process of creating more. | **Mch**  **HK** |
| **3** | **Review of minutes from the last meeting**  **4.3** GP patient participation groups – MCh has been sent a QCQ report, three surgeries in Medway are mentioned. MCh to send round to the group. LG commended ESW for going through the CQC report and inputting all the information onto the spreadsheet. ESW explained that the information in green are pre-covid. GT added that this is important and is a priority for Health Watch Medway to keep a close eye on what is going on.  **6.1** MCh & Ms at the Providers Forum. Ms will be regularly attending. The meetings are twice monthly.  No other issues noted with actions from last minutes. | **MCh**  **MCh** |
| **4** | **Chair Items**  **4.1 Health Watch email address for volunteers:**  MCh informed the group that it has been agreed with ICT that inboxes are being set up for volunteers. We can start moving forward with this and need to identify who actually needs an email address. The inboxes can be accesses via a weblink. MCh will try and get this set up by the next meeting. Nigel in the ICT team is currently putting together some GDPR training for volunteers.  **4.2 NHS volunteer certificate**  GT is currently three quarters of the way through the units. GT informed the group that it has been very helpful so far. The whole thing is linked with volunteers putting in 30 volunteering hours. There are a wide range of units available. Lisa at Medway Voluntary Action is supervising it. GT suggested that it would be a good thing for Health Watch to promote. MCh to link Lisa up with Dan in regard to this. KB suggested receiving a certificate would be a good incentive for students and younger people to sign up to volunteer.  JG added that he is disappointed they don’t add social care and that this is something we need to look at.  MCh advised we now have a regular meeting spot with the ICB and will share everyone’s concerns with the ICB surrounding the link of Health and Social Care. LG raised a concern around the HACP acronym. MCh will also bring this up at the ICB meetings.  Emma informed the group that the forum held a Health and Social Care event. The majority of Health and Social Care people attended however getting Social Care to attend was difficult with MCH cancelling. The forum are planning more events, one being a SEND event in January/February time. Emma will pass event information to MCh and he will link with Lisa to get more information.  LG mentioned that Medway and Swale Health Care Partnership are holding an event workshop on 29th September.  MCh mentioned Dan is currently working on a platform for everyone to download papers for meetings and a calendar to share all events on.  **4.3 Overview and Scrutiny panel for Health and Social Care.**  GT has been invited to attend a meeting with the GP Access Task Group where people can come and give evidence regarding their GP’s. GT will be attending the meeting on 23rd September. MCh will be attending the meeting on 20th September. | **MCh**  **GT**  **MCh**  **Emma**  **GT**  **MCh** |
| **5** | **Strategic Staff Activities Summary**  No strategic update provided at this meeting. |  |
| **6** | **Healthwatch Managers Update**  **6.1 Volunteer development**  MCh updated the group on volunteer development. All of the role descriptions are now completed.  A campaign is being put together for Engagement volunteers on the front line. The campaign is called Health Watch Change Makers. The campaign will help to promote what Health Watch is and to get people talking about it.  Dan and the Comms team are currently working on branding at the moment.  MCh will bring the campaign information to the group once it is all finalised. The push for recruitment will be toward the end of the month until Christmas.  **6.2 Integrated Care Board**  MCh informed the group that all the interviews for the Integrated Care Board have taken place bar one. Twenty-three of their chiefs are in place. They are just looking to appoint a director of communications now. The board has been operating since July but have been adding people to it.  Robbie and MCh have been involved in the interviewing process. The boards key note points have been the link between Health and Social Care. How they can better use their money across local authority and NHS services. There is a distinct focus on health prevention rather than cure. There have been conversations around how the voluntary sector can fit in around this and there may be possibility for some of the social care contracts being more available to voluntary care sector organisations and not just local authority.  MCh told the group that it seems they have more of a plan with this and is feeling positive about it.  **6.3 Projects and reporting**  MCh updated the group around Health Watch Medway’s projects. All boxes are ticked through the projects largely for this year for what they were. MCh is hoping it’s going to be a much better front for us next year when the group meet in January. A planning meeting will hopefully take place in January.  MCh informed the group that there will now be quarterly insight reports due to the level of data currently coming in. Once the amount of volunteering starts to elevate the reports will hopefully move to monthly.  **6.4 Volunteer Governance Group.**  Mch informed the group about a volunteer governance group that is currently being put together by Dan (EK360), Robbie (HWK), MCh and Nik (EK360).  MCh asked KB if she would like to represent Health Watch Medway in the group. KB agreed. |
| **7** | **Strategic Meeting Update**  **7.1 Mental Health Forum update**  KB informed the group that the latest meeting had been cancelled due to the period of national mourning. The next meeting will be as planned in December.  MCh informed the group that due to the changes in Kent, there is no longer forum teams, except the Mental Health forum It will continue to run as normal but the background running of them will differ slightly. | **KB** |
| **8** | **Healthwatch Kent Update**  **8.1 Questions submitted to KCHFT**  LG updated the group regarding the questions from GT concerning lymphedema services in Medway. It was submitted to the FOI team. The initial response was quite unimpressive, uninformative and quite general. The leader of the governance group explained that it went to the FOI team as part of their procedure and that she would resubmit it for LG. LG has now received a response with more information. MCh will share the response with the group.  **8.2 Lymphedema research project**  LG informed the group that KCHFT are running a research project on Lymphedema that will most likely focus on post operative Lymphedema. This is still at the planning stage of the research. LG is doing the basic research plan for the researcher who wants to pick this up.  MCh advised the next step with this will be to put some patient engagement in around this once LG has more information. JG added that the updates are Kent based at the moment.  **8.3 Technology Enabled Care Programme**  LG & JG are attending a co-production group to develop technology enabled care. The idea is not to reduce cost but cost avoidance. Care plans are currently down to the local authority but hopefully in time it will be shared between people and technology. This will be in Kent but is currently live in Hampshire where they have avoided £4,000,000 in cost over four years.  The contract is due for mobilisation in mid-2023 with a view to go live towards the end of 2023.  LG & JG are expecting the spec and KPI’s over the next month – six weeks. LG & JG have been invited to go and speak to councillors who are on the Health and Social Care committee about how the patients and public are working towards this. LG & JG have also been invited to visit the same group to discuss the care system both as a carer and a person being cared for. The meeting was postponed and should now be taking place next month.  **8.4 Micro Enterprises**  JG informed the group that people are being encouraged to apply for micro enterprises funding. There is funding up to £500. Anything over £500 will be passed to KCC where it will go to a panel to be approved.  The main move at the moment is to get people to become Social Carers and getting people to enter the care sector.  **8.5 Dermatology**  JG informed the group that historically the dermatology contract that was held with DMC was cancelled by the CQC and was held for two years with a temporary contract holder from Sussex. That contract is now out for procurement. Kent and Medway still currently have two contracts (under East Kent and North Kent) both are slightly different.  **8.6 Pathology**  JG has received a message asking if JG & LG would still like to see and improvement in this service. JG and LG informed the group that they are still very unhappy with this service due to it taking such a long time for blood to be collected from different places which results in patients having to have blood taken up to four times. JG & LG are attending an online meeting to see if this can be resolved.  **8.7 Care Home Project**  JG provided the group with a project update. The project in Kent has currently been postponed. The project is for enhanced care in care homes. The plan is to visit a home in each Health & Care Partnership to look at the questions provided, then we will take it back to see if these need amending before we go out and do the project across Kent and Medway as a whole.  HK updated the group. HE has spoken with the Manager of Amhurst Court. Contact has been difficult, but Erin has completed an interview with the manager. Health Watch Kent will chase them this week. This may need to be postponed.  MS asked JG if he could provide her with an update on the outcome of the project so MS can share with the Care Providers Forum.  **8.8 Patient Participant Groups (PPG’s)**  JG has had a second meeting with finical leads with PCN.  PPG’s are one of Health Watch Kent’s priorities so we are working to try and get them.  GT added that Patient Participant Groups are still a contractual requirement for GP’s to have.  MCh added that the conversation around PPG’s tie in with what some of the democratic services are trying to do around GP Access. There is a correlation around those things. There was going to be a project around this but due to some of the changes around ICB, what is currently happening within primary care networks and GP’s this is now not going to be do-able. Hopefully with the piece of work we are doing with the democratic services around GP access, it will enable us to talk about PPG’s. | **LG**  **MCh**  **LG**  **MCh**  **LG**  **JG**  **JG**  **JG**  **JG**  **LG**  **JG**  **HK**  **MS**  **JG**  **MCh** |
| **9** | **AOB –** None |  |
| **10** | **Summary of Actions arising from this meeting**  **4.1 Health Watch email address for volunteers:**  MCh to try and get this set up by the next meeting.  **4.2 NHS volunteer certificate**  Mch to link Lisa up with Dan to promote this within Health Watch.  Mch to link with Emma and Lisa regarding future forum events.  MCh to share everyone’s concerns with the ICB surrounding the link of Health and Social Care. LG raised a concern around the HACP acronym. MCh will also bring this up at the ICB meetings.  **6.1 Volunteer development**  MCh will bring the Change Makers campaign information to the group once it is all finalised.  **8.1 Questions submitted to KCHFT**  MCh to share the FOI response with the group.  **8.7 Care Home Project**  HK to chase care home contacts.  JG to update MS once an outcome is available to share with the care providers forum. |  |

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| **MEDWAY HEALTHWACTH**  **STEERING COMMITTEE ACTION LOG** | | | | | | | |
| **ITEM** | **DATE** | **REF** | **ACTION** | **WHO** | **DUE DATE** | **UPDATE** | **STATUS** |
| 1 | 09/12/2021 |  | Invite KB to strategic meetings around mental health | MCH | 31/12/2021 | MC invited KB to Well-being Board. Will invite to mental health board when Mental Health User Voice Team are ready | Complete |
| 2 | 09/12/2021 |  | Ensure that agenda document is sent out in good time before meetings | MCH | 20/01/2022 |  | Closed |
| 3 | 09/12/2021 |  | Read through the documents sent by MC before next meeting and make notes and comments ready to discuss | ALL | 20/01/2022 |  | Closed |
| 4 | 09/12/2021 |  | Share contact details of potential new Steering Group member with MC | GT | 20/01/2022 | GT shared, MC has been in touch. | Closed |
| 5 | 09/12/2021 |  | Contact Jackie Brown’s secretary to establish her availability for a meeting | MCH | 20/01/2022 | Date arranged for 31/01/22 | Closed |
| 6 | 09/12/2021 |  | Follow up with Marion re Jackie Brown board | MCH | 20/01/2022 | Carry forward | Completed |
| 7 | 09/12/2021 |  | Resend the link to Sarah Hayden’s training sessions to Steering Group so new members have access | MCH | 20/01/2022 | MC to circulate link to new members | Completed |
| 8 | 09/12/2021 |  | Contact Comms re. link to the Oral Health training sessions on HWM website | MCH | 20/01/2022 | MC to send details to the SG | Completed |
| 9 | 09/12/2021 |  | Re-establish links with Youth Parliament | MCH | 20/01/2022 | HK working on re-establishing these links | On going |
| 10 | 09/12/2021 |  | Send out a list of the current consultations that HWM is involved with | MCH | 20/01/2022 | MCH advised no current consultations to circulate. Vascular consultation to be circulated in February | On-going |
| 11 | 09/12/2021 |  | MC to create a formal plan for 2022 projects that can be discussed and agreed upon at the next meeting by end of December | MCH | 20/01/2022 | Included in January agenda | Complete |
| 12 | 09/12/2021 |  | Ensure that SG receives a timely agenda and action log before next meeting | HZ | 20/01/2022 |  | Complete |
| 13 | 09/12/2021 |  | Ask that people send apologies to the SG when the agenda goes out so that we know who will be attending | ALL | 20/01/2022 | Ongoing reminder | Closed |
| 14 | 20/01/2022 | 3.3 | Number paragraphs of minutes for future reference | HG | NEXT MEETING |  | Complete |
| 15 | 20/01/2022 | 3.4 | Review minutes with GT prior to distribution to wider committee | HG | NEXT MEETING |  | Complete |
| 16 | 02/03/2022 |  | Follow up Providers Forum invite for MS with Medway Council Adult Social Care Team. | MCH | NEXT MEETING |  | Complete |
| 17 | 02/03/2022 | 5.3 | Discuss with Comms the production of new promotional material for Healthwatch Medway | MCH | NEXT MEETING | Awaiting the Comms and Engagement plan which will inform what promotional material is required. |  |
| 18 | 02/03/2022 | 7.1 | Source venue for next Steering Group Meeting | MCH | NEXT MEETING |  | Complete |