

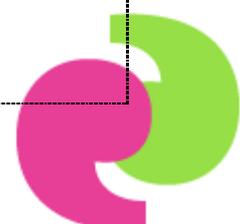
Healthwatch Kingston upon Thames

Minutes of the Healthwatch Kingston Board Meeting
Held on Wednesday 21/01/2015 from 17:00-19:00
At the Kingston Quaker Centre

Present:

Grahame Snelling, Chair	GS	Kim Thomas, Trustee	KT
Helen Gravestock, Trustee	HG	Rianne Eimers, Staff	RE
Nigel Spalding, Trustee	NS		

ITEM	Action
<p>1. Welcome and Apologies GS welcomed those in attendance. Apologies were received from James Davitt (JD).</p>	
<p>2. Minutes of the last meeting held on 17/12/2014 and actions Duncan Burton was unable to come to this meeting. GS will follow up with him. It was agreed to send the letter to Duncan Burton with his response to the Hospital Services Task Group.</p>	<p>GS RE</p>
<p>3. Staff Updates <u>Monthly Staff Report:</u> RE reported that Sophie has been working closely with the Care Act Team and has started booking sessions for specific user groups. RE will circulate the dates. HG asked how the Care Act affects young people transitioning from Children’s Services to Adult Services. RE will follow up. RE stated that HWK has been invited to be on the steering group for the Care Act Information and Advice service which is likely to be commissioning from KIAA using One Click. The Board formally extended their thanks to Sophie for her work. RE reported on Jenny’s work for the upcoming A&E Enter & View visit. She will be interviewing Duncan Burton for the newsletter. Jenny is also trialling Quick Tap survey software with Superhighways and considering applying for a small grant for tablets for E&V and Outreach work. The Board endorsed this idea. <u>Active Affiliate Survey:</u> RE presented the results of the survey, which was generally very positive. One clear issue is the need for more active affiliates to spread the word. Further surveys will be collected and result shared when all surveys are in. <u>KPI update:</u> RE reported that she met with Sandra Hickey, who was generally pleased with the work HWK is doing. They discussed the Information and Signposting function, and RE has suggested reporting in a different way to reflect the information and signposting work done through outreach and engagement events. <u>Code of Conduct:</u> This policy was formally approved and adopted by the Board. RE agreed to send this to the Task Groups, together with the Terms of Reference so new members have these. The Board agreed to put the Terms of Reference on the next agenda for review. <u>Other:</u> RE confirmed that all three task groups are planning Enter & Visits including Tolworth Hospital, Kingston Hospital, Hook GP Surgery and the Star & Garter Home. RE will send out dates. Sophie had been approached by the London Care Partnership which runs a care home for people with severe learning disabilities in Surbiton; they are very keen for HWK to visit.</p>	<p>RE RE RE RE RE RE RE</p>



	<p>RE confirmed that the KCCG is holding an Equality & Diversity Event on the 4th of February. NS will attend on behalf of the board. RE has moved the Community Care Task Group to the following week, as it had been booked on the same day.</p> <p>RE attended the KCCG AFECT meeting which will manage a workshop to pull together all the various bit of engagement work that is going on at the KCCG, voluntary sector and RBK. This follows a concern raised by Maurice McCullough and Ann McFarlane, and a subsequent meeting with GS, Rachel Bartlett from KCCG and Patricia Turner from KVA. The board suggested using the mapping report as it lists different ways of engagement and feedback.</p> <p>The Board asked what the KCCG is doing in terms of engagement with children and if this will be covered in the workshop. RE to follow up with Rachel Bartlett.</p> <p>RE confirmed that she has asked Cllr Julie Pickering to run a Q&A session for trustees and affiliates. RE to confirm date and time.</p> <p>RE attended the Health Improvement Board on behalf of GS and reported on the health improvement plan for disadvantaged groups.</p> <p>RE confirmed that she has contacted Terry Silverstone, who is the CEO of the LPC for Kingston and Richmond to run an information session on pharmacies. RE to confirm date and time.</p>	<p>NS</p> <p>RE/ JP</p> <p>RE</p> <p>RE</p> <p>RE</p>
<p>4.</p>	<p>Chair's Report (verbal)</p> <p>GS attended the Kingston CCG Governing Body meeting which focused on approving the proposals for Primary Care Co-Commissioning. RE to circulate link to papers.</p> <p>The meeting also looked at the Integrated Governance Report which shows the various targets the KCCG is to meet and their progress. RE to circulate report.</p> <p>The board asked for the performance reports from the KCCG, Kingston Hospital and SW London & St George's MH Trust to be circulated. RE to circulate.</p> <p>GS asked if anyone can attend the H&WB on the 3rd of February as he is unable to, but no one is available. RE to contact Patricia Turner from KVA to ask if she is attending and to check with JD.</p> <p>GS reported on his meeting with Duncan Burton, and the steps Kingston Hospital is taking the address the lack of involvement opportunities. They are bringing forward a major review of their patient engagement strategy, and are also looking at how they engage with Children and Young People. HG is meeting with NHS England to talk about engagement with children and young people and will liaise with RE to share ideas/ outcomes.</p>	<p>RE</p> <p>RE</p> <p>RE</p> <p>RE</p> <p>HG/ RE</p>
<p>5.</p>	<p>Task Group Updates</p> <p>The task groups were covered under item 3. RE reported that the task groups are preparing an annual report which includes outcomes and priorities for next year, to be presented at the next Board meeting.</p>	<p>RE</p>
<p>6.</p>	<p>Any Other Business</p> <p>NS suggested looking at priorities for next year, to include the task groups priorities. RE to produce a document.</p>	<p>RE</p>
<p>7.</p>	<p>Dates of the next meeting Board meeting in public 12/02/15 from 10:30-12:30 at the Kingston Quaker Centre.</p>	

