

**Healthwatch Sunderland (HWS) Executive Board
Minutes of Meeting held Friday, 12 July 2019
Hope Street Xchange, Sunderland**

Attendance - Executive Board Members

John Dean	JD	Chair
Amanda Brown	AB	
Gavin Barr	GB	
Mick Butler	MB	
Andrew Carton	AC	
Paul Weddle	PW	

Attendance - Healthwatch Staff

Margaret Curtis	MC	Project Lead
Wendy Hadlington	WH	Engagement Officer (Minute Taker)

Other Attendees

Andy Fox	AF	Supporting Gavin Barr
Rachel McDonald	RM	Joint Commissioning Manager, Sunderland Clinical Commissioning Group (SCCG)
Thomas Chacko	TC	Attending as a member of the public
Pam Mann	PM	Attending as a member of the public

	Action
<p>1 Apologies & introductions</p> <p>Apologies were received from Mick Butler.</p>	
<p>2 Declarations of interest</p> <p>No declarations of interest were made.</p>	
<p>3 Rachel McDonald: Best start in life</p> <p>Rachel gave a presentation on this new project.</p> <p>Amanda explained the Carers Centre and the Clinical Commissioning Group (CCG) are working on a bid which will be a partnership approach with local services and will focus on intergeneration work.</p> <p>John stated that HWS will need clarification through the Health and Wellbeing Board (HWBB) and Altogether Better (ATB) to enable us to decide which of the ‘Best Start in Life’ meetings HWS should be represented at.</p> <p>The Local Authority have asked us to support a linked project in Shiney Row. To date, there has been no contact with HWS around our involvement with this project. It was agreed that we should wait for contact from the Shiney Row project team.</p>	

	Action
<p>4 Minutes of previous meeting and matters arising</p> <p>The minutes of the last meeting were agreed as a true record.</p>	
<p>5 Safeguarding</p> <p>Margaret reported that no safeguarding issues were raised in the last two months.</p> <p>Liz informed the group that her Safeguarding Training is due to be re-done. Clare will get in touch with Liz to make the necessary arrangements.</p>	<p>CR</p>
<p>6 External board meetings attended</p> <p>A copy of the list of HWS representation at key meetings/groups was handed to the group.</p> <p>John explained that HWS Board have been asked to send representatives to a growing number of meetings. He stated that more HWS Board members would need to be recruited to enable this.</p> <p>6.1 Health & Wellbeing Board (HWBB) - John had presented the Healthwatch Sunderland 2018-2019 Annual Report at the HWBB and it was met with positive feedback.</p> <p>6.2 Primary Care Networks - became effective on 1st July 2019. The following points were raised:</p> <ul style="list-style-type: none"> • Do people understand them? • There isn't a lot of information available about them. • There are now some new staff in place. <p>6.3 Altogether Better - John questioned at what level HWS would be involved. He added that running patient groups shouldn't sacrifice our independence. He should know more for the September Board meeting.</p> <p>6.4 Primary Care Communication Group - John was asked to participate in the development of a local survey using the local and national feedback questionnaire. It was agreed that we will write to David Gallagher.</p> <p>Pam Mann asked to see a copy of the HWS General survey.</p> <p>6.5 Extended Access and Urgent Treatment - Ann Fox has asked John for a meeting to discuss.</p> <p>Paul asked to see a copy of the Extended Access Promotional materials that the Engagement Team are using.</p>	<p>MC</p> <p>CR</p> <p>JD</p> <p>WH</p>

	Action
<p>6.6 New Consultation Types - discussion was had about patient access to Primary Care through electronic systems.</p> <p>Gavin stated that not all systems will be accessible to people with learning disabilities.</p> <p>Paul stated that all surgeries can make reasonable adjustments to suit patient needs.</p>	
<p>7 Team Update</p> <p>Margaret briefed the group on the Team Update. A copy of the team update paper was handed to the group for discussion.</p> <p>7.1 Urgent Care - the Engagement Team aim to gather patient feedback after the changes and will feedback to the Board.</p> <p>7.2 Key Themes - staff will start to present the Board with papers indicating key themes which come from patient and service user feedback.</p> <p>7.3 HWS 2018 - 2019 Annual Report - the Board were asked if they require copies of the report or if there is anyone they would like to have a copy and let the team know.</p> <p>7.4 Altogether Better Alliance - there are now 6 sub-groups. It was agreed that HWS will wait to hear from Philip Foster at the September board and mutually agree how HWS can represent the public independently across all of the ATB workstreams.</p> <p>Gavin asked if there is anyone with lived experience on the Mental Health, Learning Disability and Autism Board which Andrew attends. Andrew to find this out.</p>	<p>MC</p> <p>MC</p> <p>ALL</p> <p>AC</p>
<p>8 Expenses Policy</p> <p>The HWS Expenses Policy has been updated. A copy was handed to the group for approval. After a brief discussion the policy was agreed.</p> <p>The issue around booking taxis was raised. All taxis to be booked through Clare.</p> <p>Margaret and Liz to chat later about the booking of taxis.</p>	<p>ALL</p> <p>MC / LH</p>

	Action
<p>10 HealthNet</p> <p>After John and Margaret met with Janette Hilton from Voluntary and Community Action Sunderland (VCAS) it was agreed that the role of HWS will be to support the development of HealthNet where we can.</p>	
<p>11 Date of next meeting</p> <p>The next meeting will be held:</p> <p>Date: Monday, 9th September 2019</p> <p>Time: 2.00:4.00pm</p> <p>Venue: Hope Street Xchange</p>	