

**Healthwatch Sunderland (HWS) Executive Board
Minutes of Meeting held Monday, 9 March 2020
Hope Street Xchange, Sunderland**

Attendance - Executive Board Members

John Dean	JD	Chair
Gavin Barr	GB	
Amanda Brown	AB	
Mick Butler	MB	
Andrew Carton	AC	
Chris Colley	CC	
Susan Pinder	SP	

Attendance - Healthwatch Staff

Margaret Curtis	MC	Programme Manager
Anna Gillingham	AG	Engagement Co-ordinator
Clare Render	CR	Administrator (Minute Taker)

Attendance - Other

Andy Fox	AF	Supporting Gavin Barr
Debbie Burnicle	DB	Attending as member of the public

		Action
1	Apologies & introductions Apologies were received from Paul Weddle and Liz Highmore.	
2	Declarations of interest Mick Butler and Andrew Carton declared a change in declaration of interest. Andrew is now a director of a community interest company, Tranquillity Through Mindfulness. Mick Butler is a British Army Reserve Officer. Declaration of Interest forms will be sent to both Andrew and Mick.	CR
3	Minutes of previous meeting Chris Colley is Chair of Grange Park Primary School. Minutes to be amended. The minutes of the last meeting were agreed as a true record. 3.1 Susan Pinder has agreed to represent the Board at All Together Better Social Prescribing meetings. Any meeting papers to be forwarded to Susan Pinder in the post. 3.2 All Together Better Involvement - processes are now in place to enable us to spend against our drawdown pot, and we have started a piece of work on wheelchair services. John's meeting with Graeme King has now taken place.	CR MC

	Action
<p>3.3 Patient transport - this will be discussed under agenda item 8.</p> <p>3.4 Path to Excellence (PtE) Phase 2 - the Stakeholder Advisory Group will start to look at the consultation plan sometime this year.</p> <p>3.5 Single point of access service - nothing has been actioned since the last meeting. Margaret will contact Daisy Barnetson to understand if Healthwatch involvement is still required.</p>	MC
<p>4 Safeguarding</p> <p>Margaret reported that no safeguarding issues were raised in the last two months.</p>	
<p>5 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>5.1 Healthy Weight - John briefed the group on the Healthy Weight meeting he attended. Copy of feedback has been forwarded to Board and staff.</p> <ul style="list-style-type: none"> • 1 in 8 of primary school children are overweight and by year 6 it is 1 in 4. • 69% of adults in Sunderland are overweight. The England average is 62%. • Healthy eating is unaffordable by the most deprived communities. • There are nine food banks in Sunderland. <p>A number of initiatives are being looked at.</p> <ul style="list-style-type: none"> • Reducing the number of licences given to food outlets if they are in close proximity to another food outlet. • Award scheme for healthy food outlets. • Setting up centres to train people how to cook. <p>We are still looking for a HWS representative on the Healthy Weight group. Mick Butler said he would be willing to be the rep on this group if his commitments enable him to do so. HWS to check when these meetings are to take place.</p>	MC

	Action
<p>5.2 Child Safeguarding Conference - John briefed the group on the Child Safeguarding Conference he attended. Copy of a feedback has been forwarded to Board and staff.</p> <p>The theme was on county lines and child abuse through drugs and alcohol.</p> <p>5.3 Respiratory Meeting - John briefed the group on the Respiratory meeting he attended. Copy of the feedback has been forward to Board and staff.</p> <p>This was about the major change in the respiratory sector, looking at ways to move a lot more treatment into patient's homes away from hospital. They also discussed the possible use of visual/internet measures.</p> <p>5.4 Best Start in Life - Chris briefed the group on the Best Start in Life meeting. There were two themes, vulnerable parents and mental health. Some of the points were;</p> <ul style="list-style-type: none"> • Healthy pregnancy messages. • Women identified as obese or overweight. • Physical activities for pregnant and post-natal women. • Healthy Start vitamin pilots. 	
<p>6 Easy read and accessible information presentation</p> <p>Gavin Barr and Andy Fox gave a presentation on easy read and accessible information.</p> <p>Easy read is an accessible format of providing information designed for people with a learning disability. The easy read format is easy to understand because it uses simple, jargon free language, shorter sentences and supporting images.</p> <p>The presentation was very well received by the board.</p> <p>Electronic copies of the presentation and the coronavirus poster to be provided to all Board members via Clare.</p>	<p>CR</p> <p>CR</p>
<p>7 Team update</p> <p>Margaret briefed the group on the new items in the team update; a copy of the team update paper was handed to the group for discussion. If anyone has any questions on any of the other items contact the HWS office.</p>	

	Action
<p>7.1 Reports - the HWS Engagement Team have produced several reports. These will be circulated to the Board to be signed-off prior to publication. The reports are:</p> <ul style="list-style-type: none"> • GP Extended Access Service. • Care Home Life - evaluation of our process and procedures. • Care Home Life - themes and trends. This will be presented to the Health & Wellbeing Board in March. • Wheelchair Services review. <p>7.2 Urgent care - we were expecting to be undertaking an evaluation of Pallion Urgent Treatment Centre. However the CCG have also undertaken an evaluation so it may be too early for us to do our review. We will liaise with the CCG to ascertain what work they have done before we carry out our evaluation.</p> <p>7.3 Nominate a Star - our three latest star awards have been presented to Millfield Medical Centre, Dr Gellia & Dr Balaraman’s Practice and Rickleton Medical Centre.</p> <p>7.4 Real Time feedback at Sunderland Royal Hospital - the HWS Engagement Team will be visiting the Emergency Department sometime this year. We are currently liaising with Julie Porter, Patient Experience Lead Nurse to book the dates and agree the format of our visit.</p> <p>John said that if no response has been received within the next month he will raise this with Melanie Johnson.</p>	<p>JD</p>
<p>8 Patient accessibility stories</p> <p>A copy of our patient accessibility stories outlining the difficulties of residents in Sunderland to access hospital services in South Tyneside have been circulated to the Board. These have been shared with the CCG, the Hospital Trust and our three MPs. We have received a response from MP Julie Elliott but we are still waiting for a response from the CCG and the Hospital Trust.</p> <p>John updated the group on his meeting with Julie Elliott. Julie said that she hasn’t received any feedback from her constituents but she has promised to raise this issue with the Trust.</p>	

		Action
9	<p>A&E Performance and joint local Healthwatch approach to the Trust</p> <p>John briefed the group on the A&E performance figures at both Sunderland and South Tyneside Hospitals. Both Sunderland and South Tyneside figures have improved slightly although the worry now is what impact the Coronavirus will have on A&E.</p>	
10	<p>Board Governance</p> <p>Mick Butler's first term of office on the Board has come to an end and the Board approved Mick's re-election for a second term of three years.</p> <p>The vacancies paragraph on the Board Governance to be amended.</p> <p>We are looking for a Vice Chair. This role will be advertised but if any Board member is interested contact the HWS office.</p>	<p>MC</p> <p>ALL</p>
11	<p>Any other business</p> <p>11.1 Induction meeting - Susan and Chris reported that they would find it beneficial if they could have an induction meeting with Margaret. Margaret agreed. Clare to arrange.</p>	CR
12	<p>Date of next meeting</p> <p>The next meeting will be held:</p> <p>Date: 11th May 2020</p> <p>Time: 2.00:4.00pm</p> <p>Venue: Hope Street Xchange</p>	