**Board of Directors Meeting**

Monday 9th May 2016, 2pm to 4pm

Granfers Community Centre, Oakhill Road, Sutton

**MINUTES**

PRESENT;

Chair – David Williams (DW)

Vice Chair - Barbara McIntosh (BM)

Minutes – Sara Thomas (ST)

Pete Flavell (PF)

Susanna Bennett (SB)

Shri Mehrotra (SM)

Tony Ward (TW)

Launa Watson (LW)

Nicky Davies (ND) - SCILL

APOLOGIES;

Treasurer -Adrian Attard (AA)

Adrian Bonner (ABo)

Annette Brown (ABr)

Derek Yeo (DY)

Frank Browne (FB) - SCILL

Tom Segurola (TS) - CAB

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| Item |  |
|  | **Welcome and Apologies**  DW welcomed everyone and apologies were noted.  **Notification of Any Other Business**  None  **Declaration of Interest**  None |
|  | **Minutes of previous meeting (14th March 2016)**  Minutes of the previous meeting (14th March 2016) were ***AGREED*** |
|  | **Matters arising**  Action points from the previous meeting were discussed.  Action points carried over to next meeting;  **PF TO CONTACT GROUPS ABOUT SHOWING BODY IMAGE FILM.**  **PF & ST TO LOOK AT PRO AND CONS AROUND PHARMACY PROMOTION AND ALSO LOOK AT DOING A POLL.** |
|  | **Headline report/Performance management**  **Outpatient Project**  The Outpatient Project report has been published and sent to Epsom and St Helier University Hospitals NHS Trust. Healthwatch has received a very good response and the Trust are keen for Healthwatch volunteers to re-visit the pharmacy department as they have made significant changes since the Healthwatch volunteers visited last year.  **Inpatient Project**  Healthwatch Sutton and Merton volunteers have been briefed on the Inpatient project. Volunteers will visit wards with questionnaires. Next steps – need to look at volunteer availability.  **Healthwatch Sutton Event - Let’s make Support work for everyone**  Healthwatch Sutton will be holding an event for both people with learning disabilities and support workers. The event will be held on June 28th 2016 from 12.30pm to 3.30pm (including lunch) at the Trinity Church in Wallington. The purpose of the event is to listen to both support workers and people with learning disabilities talking about what they feel would make support better.  A discussion took place about listening to parents views. Mencap and Advocacy for All will be speaking with Parents and Carers separately. |
|  | **Board Skills Audit**  PF is waiting for responses from SM and DY. LW will also need to complete a skills audit. The Board had agreed some time ago that a maximum of 10 Board members would be manageable. PF will analyse the information and share with the Board at the next meeting.  A discussion took place around Care Quality Commission & Boards of Trustees – Healthwatch does not provide services so will not be subject to an inspection.  Healthwatch England is ultimately a subsidiary of the CQC.  **ACTION – PF TO RE-CIRCULATE SKILLS AUDIT FORM TO SM, DY AND LW**  **ACTION - SM, DY & LW TO COMPLETE SKILLS AUDIT**  **ACTION – PF TO ANALYSE AND BRING RESULTS BACK TO BOARD** |
|  | **SCILL update**  ND gave an update on the Healthwatch Sutton Information & Signposting service.  Patient Education Session – there will be 12 sessions held over the course of the year and SCILL will be attending all 12.  The Information team continue to promote SCILL services and Healthwatch in the restaurant at St Helier Hospital and hold regular information session at the Pulmonary and Cardiac rehab clinics.  SCILL will also have a stand at the St Helier festival and will be attending some of the Healthwatch Sutton Grassroots events.  SCILL recently attended a Parkinson’s groups based at the Wilson Hospital to do an information talk. The gym at SCILL is now open on Saturdays from 10am to 3pm. |
|  | **CAB update**  No update available  **ACTION - PF TO ENSURE CAB PROVIDE AT LEAST A WRITTEN REPORT FOR ALL FUTURE MEETINGS** |
|  | **Feedback from Strategic Meetings**  **Co-Design Masterclass**  LW attended the Co-design master class run by the Health Improvement Network.  LW reported that it was a good session with lots of information and some very good short films showing both the patients and staffs perspective. A toolkit from the Kings Fund is available LW has sent this to PF.  A discussion took place around Healthwatch doing a piece of work around co-design with Sutton CCG. PF to look into this and speak to Mary Hopper from the Sutton CCG.  **ACTION – PF TO CIRCULATE CO-DESIGN INFORMATION**  **ACTION – PF TO SPEAK TO MARY HOPPER ABOUT POTENTIAL CO-DESIGN PIECE OF WORK**  **LBS HWBB**  The Healthwatch Sutton Body Image film was shown at the last Health and Wellbeing Board meeting; young people that featured in the film were also present at the meeting and assisted with delivering the presentation at the meeting.  **Safeguarding Adults Board**  PF attended the last meeting - nothing to report.  **LBS Scrutiny**  DW attended the last meeting; Daniel Elkeles from St Helier also attended and spoke about the estates review.  **IDCR Project Board**  Integrated Digital Care Record (IDCR) is a health care record that can be accessed by medical staff e.g. GP practice & Accident and Emergency.  DW attended the last IDCR project board meeting – The IDCR Project Board will look at how everything is working and discuss ways to improve the system.  A discussion took place around the benefits of the IDCR and the savings the new system will make.  **Sutton Integration and Transformation Board**  PF attended the first meeting of the Sutton Integration and Transformation Board –no feedback  **Sutton CCG Board**  DW attended the last Sutton CCG Board – main discussions were around the new proposed Cancer Hub. ST has sent out this information in previous e-bulletins.  **Epsom and St Helier Board**  DW attended the last Epsom and St Helier Board meeting – DW reported that the main discussions were around the estates strategy and the business plan 2020-2030 which will be published by the end of June 2016.  **Epsom and St Helier IPEC**  DW attended the last IPEC meeting – DW reported that the Healthwatch Sutton Outpatient report was shown and well received and an action plan is in place.  **SWLCC PPESG**  PF attended the last SWLCC PPESG meeting. PF reported that there were discussions around the communications plan and there will be 4 events focusing on the 4 main hospitals.  **CAG**  No feedback  **SWLStG**  BM attended the last meeting and reported that the Trust have reduced the number of private beds being used. There will be a new Accident and Emergency for people with mental health based at Springfield Hospital. A new crisis house has opened in Merton. Sutton has the lowest number of referrals. |
|  | **Any Other Business**  DW – Cancer hub document shown to the group – ST has promoted this in the previous two e-bulletins. |
|  | **Date of next and future meetings**  ***(all Board meetings will be held on the second Monday of the month (bi monthly) from 2pm to 4pm at Granfers Community Centre)***  11th July 2016, 12th September 2016, 14th November 2016 |