

Minutes of the Meeting of the Healthwatch Tameside Board (Part A)

02 December 2019

Venue: Action Together, Ashton-under-Lyne

Present:	Members:	Actions
	<p>Members: Khalash Chand (KC), Babs Allen (BA), Glenis Lee (GL), Jyoti Rao (JR), Royce Goodier (RG), Anna Wardle (AW), Slawomir Pawluk (SP).</p> <p>In attendance: Peter Denton (PD) Healthwatch Manager, Carolyn Shaw (CS), note taker.</p>	
1.	<p>Welcome & Introduction</p> <p>KC welcomed everyone to the Board meeting.</p> <p>Each member of the board introduced themselves.</p>	
2.	<p>Apologies for absence:</p> <p>Tracey McErlain-Burns (TM), Liz Windsor Welsh (LWW) (Action Together Chief Executive), Camilla Guereca (CG) (Action Together representative).</p>	
3.	<p>Registration & Declarations of interest:</p> <p>KC declared he is an active member of the Labour Party.</p> <p>No other board members had any interests to declare relating to the meeting's agenda.</p>	
4.	<p>Minutes of the previous meeting:</p> <p>The minutes were agreed as a true and accurate record.</p> <p>Brief matters arising:</p> <ul style="list-style-type: none"> a. Board recruitment - FAQ forum available. Performance report - deferred to next Board Meeting Operational Plan - item complete b. No matters arising 	
5.	<p>Reports for Information</p> <p>The following reports had been signed off by the Chair and Chief Executive using authority delegated to them at the</p>	

	<p>previous Board meeting. They were shared with the Board for information:</p> <ul style="list-style-type: none"> - Ashton Medical Group report in draft version. AMG to respond by December 2019. - NHS Long Term Plan - report published October 2019. Board members thanked HW for their contribution and hard work re the LTP. 	
6.	<p>Impact - The difference we have made.</p> <p>Examples and feedback were shared with the Board of the types of recent work carried out by the HW team. (Handout available). These included:</p> <ul style="list-style-type: none"> • Changes in check-in arrangements for outpatient appointments at Tameside Hospital to make it more accessible to some people with visual impairments. • Positive feedback from Tameside's Population Health team about the local report we produced from the HW England/NHS Long Term Plan engagement work. • Feedback from a learning disability commissioner about a patient story we shared with them - and a commitment for a member of staff to look into the issues raised. • Feedback relating to work relating to MRI scans and pacemakers. We had shared a patient story from someone who had an MRI-friendly pacemaker but who had still experienced difficulties accessing an MRI scan. • Feedback from Tameside Hospital and confirmation that curtains had been put in place to address a privacy and dignity concern we had previously raised with them. <p>The Board thanked the team for this feedback and for their work.</p>	
7.	<p>Primary Care Event</p> <p>HWT are planning a public/partnership event in March 2020. Format of event to be agreed (date, venue, layout.)</p> <p>PD asked Board members to email any ideas of topics/discussion/themes points they would like to see included in the Primary Care Event.</p>	Board members
8.	<p>Preparation 2020/2021 Plan.</p> <p>PD presented a power point presentation of work carried out by the HWT. During the past year. e.g. emerging themes, examples and reasons of patient feedback. This was to help the Board to prepare for our planning development session early in 2020.</p>	PD

	PD to forward presentation to Board members	
9.	<p>Operational Plan update</p> <p>The following key actions from the Operational Plan were updated:</p> <ul style="list-style-type: none"> • Social Care Survey - on the HWT website • Ombudsman review - awaiting completion • Board recruitment advert on the HWT website EOI by January 2020 Interviews February 2020 Commencement of role April 2020 	
10.	<p>Chair selection - 2020</p> <p>There was a discussion about the process for selection of a HW Tameside Chair for 2020. PD reminded Board members that the current Chair's period of office had been extended to the end of March 2020 and that the revised Terms of Reference stated that the Chair should be selected annually from within the Board's membership.</p> <p>Two topics were discussed at length by the board:</p> <ul style="list-style-type: none"> • Whether there should be a role of Deputy Chair • What the situation would be if the current Chair wished to extend his role. <p>It was agreed to defer a decision on these until nearer to the end of the current Chair's term of office.</p> <p>An exercise to draft a role description for the Chair was also agreed to be deferred to a future meeting.</p>	
11.	<p>Healthwatch England Quality Framework</p> <p>Peter explained that HW Tameside had been selected as an early adopter/pilot for a new Quality Framework being developed by Healthwatch England. He felt it was a useful tool and would report back to the Board at a future meeting.</p>	
12.	<p>AOB None</p>	