

Local Leadership Board Meeting

Healthwatch Wiltshire

Tuesday 3 March 2020

1pm-3pm

ILC, Healthwatch Wiltshire

Chair: Rob Jefferson

Note taker: Lisa Di Vito

Attendees: Richard Austin, Lisa Di Vito, Rob Jefferson, Irene Kohler, Emma Leatherbarrow, Andy Mintram, Sue Newell, Stacey Sims, Joanna Wittels.

Apologies: Hazel Dunnett.

Minutes

Agenda item: Minutes of last meeting

Discussion:

- Military covenant - approved
- Links between Boards – all Boards met
- Meeting of Croydon and Wiltshire Board, and possibly Portsmouth - in progress, possible venue = Basingstoke
- Quality Framework Self-Assessment – worked through in separate meeting
- Digital Strategy and slides – sent to Board
- Linking with PCN leads – ongoing

Conclusions:

Minutes of last meeting approved.

Agenda item: Chair -Terms of Reference (ToR)

Discussion:

- ToR currently state a one-year term for Chair
- Rob has now been in post for one-year plus – all agreed he is doing a great job
- Shared view that more than one-year term is beneficial to aid bedding in of role, ability to have an impact and handover effectively
- Three-year term proposed and supported
- Benefits of having a Vice Chair explored – used to have a Co-chair so in effect would be returning to that structure; Vice Chair could deputise and also attend further meetings such as with external partners e.g.BSW merger.

Conclusions:

- Continue discussion around ToR at a future meeting.
- Look to appoint a Vice Chair.

Agenda item: Priorities 2020-2021 – review of Priorities Matrix

Discussion:

- Priority development - Stacey analysed 2,000+ items of feedback from last year to inform the Priorities Matrix; staff and volunteers were also involved; first time that volunteers have been included and they found it eye-opening.
- Scoring – not all topics have an equal number of scores, so weighting may be skewed.
- Language – a couple of minor inconsistencies.
- General points:
 - Add communications and engagement to priority matrix as per Quality framework discussion
 - Add volunteer recruitment/mapping across all areas of Wiltshire to the work plan to ensure that priorities can be readily supported.
- Priority areas:
 - Mental Health:
 - Further detail to be added once know more about forthcoming changes
 - CCGs are keen to work with us
 - Be useful to look at recent research conducted by Sarah Peters.
 - LD/Autism:
 - A new priority area for us
 - Links in well with the personalisation agenda
 - More detailed information on our approach to be shared with the Board once known
 - Focus will be on health service provision for adults with LD/Autism rather than what is it like for those with LD/Autism to use other health and social care services.
 - Primary Care
 - To include PCNs too
 - Outcome of recent GP access work is that voice mail messages at GP surgeries vary greatly; suitable project for volunteers to work on; GPs are open to change; Commissioner interested in this area; be mindful that there is a national review of GP access.
 - Hot topics
 - Aim of this category is to capture issues as they arise for example BSW, GP closures.

Conclusions:

Support given to all priorities proposed.

Agenda item: Lead Roles for Local Leadership Board Members

Discussion:

- Meeting papers can be extensive, some at 100+ pages. With this in mind, it could be more effective for each Board member to focus only on one aspect that they have responsibility for and report back to other Board members
- Bear in mind that some overlap is inevitable e.g. LD/Autism could reference children and adults.

Conclusions:

Support agreed for lead roles.

Lead area	Person responsible
✓ Adult Social Care	Richard
✓ BSW	Rob
✓ Children and Young People	Joanna
✓ Hospitals	Stacey to discuss with Hazel
✓ LD/Autism	Richard
✓ Mental Health	Emma
✓ Older People	Irene
✓ Primary Care	Andy

Agenda item: Healthwatch Wiltshire Update

Discussion:

- Paper shared in advance of the meeting was discussed
- Points that came out of that discussion are captured on the action tracker.

Conclusions:

All found the update a useful summary.

Agenda item: Next Board Meeting

Discussion:

- Could the meetings move from monthly to bi-monthly?
- Could attendance be virtual e.g. via Microsoft Team or skype to be more time efficient and environmentally friendly?

Conclusions:

- Keep meetings as monthly
- Support given for virtual attendance

Next meeting dates	Times	Location
✓ Wednesday 8 April	10am-12.30pm	ILC, Healthwatch Wiltshire
✓ Tuesday 5 May	2pm-4.30pm	Quaker Meeting House, Salisbury
✓ Tuesday 2 June	10am-12.30pm	ILC Healthwatch Wiltshire
✓ Tuesday 7 July	2pm-4.30pm	To be confirmed
