

## Healthwatch Wiltshire Monthly Board

<b>Date:</b> 25 <sup>th</sup> May 2021	<b>Time:</b> 10.30am-12.00noon	<b>Venue:</b> Microsoft Teams
<b>Attendees:</b> Gillian Leake (Chair)(GL); Alan Mitchell (Vice-Chair)(AM); Emma Leatherbarrow (EL); Stacey Sims (SS) (for part); Hazel Dunnett (HD); Irene Kohler (IK); Margaret Winskill (MW); Joanna Rachel Wittels (JRW); Vijay Manro (VM)		
<b>Apologies:</b> None		
<b>Minutes:</b> Karon Van Den Bergh (KV)		
<b>Attending:</b> Gill Little, Lead Governor, RUH; Jill Scott, Governor for RUH Peter McCowen, Public Governor for North Wilts; Sheena Hobbs, Lead Comms and Engagement for The New Hospital Programme		
<b>Agenda Item 1: Speakers – Gill Little/Sheena Hobbs</b>		
<p>GL welcomed those attending the Meeting. Introductions were received from all Board Members. Gill Little outlined how members of the public are encouraged to join the RUH Trust in order to participate in the sharing of information about how services are run and developed. Members have the opportunity to elect public governors to the Trust. Gill Little says they would like Wiltshire Healthwatch to link in.</p> <p>Sheena Hobbs gave a presentation about the New Hospital Programme entitled Shaping a Healthier Future.</p> <p>Gill Little provided answers to questions that had been previously submitted by the HWW LLB:</p> <ol style="list-style-type: none"> <li><i>How do you engage with the public?</i> By membership which includes staff, public and community who are encouraged to become members. We have constituency meetings, events, focus groups and engagement in the hospital atrium. We have an online platform. We produce a quarterly hospital magazine, newsletters and have a website.</li> <li><i>How do prisoners access health and wellbeing services and what is the continuity on discharge for prisoners?</i> NHS England Commission is responsible for this area and the question should be directed to them. Prisoners are cared for at the hospital, accompanied by a prison officer.</li> <li><i>How do you work with social care services?</i> We support patients before and after discharge and consider this to be a high priority. Our focus is on identifying patients who need social care. We encourage our patients to ask questions. Ward multi-disciplinary teams meet each morning to identify patients who need extra support. Pathways are considered prior to discharge.</li> <li><i>Has the relationship changed during the pandemic?</i> Practical arrangements have changed to enable social distancing, but there has been no change in our service.</li> </ol> <p>Question to Sheena Hobbs</p> <ol style="list-style-type: none"> <li>(from EL): <i>How is the plan related to the ICS plans?</i> The ICS is slightly behind the RUH but we are developing plans which are aligned with the ICS and aim to work hand in hand.</li> </ol> <p>Sheena Hobbs stated that she is very keen for Healthwatch to be involved in engagement in the programme and would be welcome to join a work group that is to be formed across all partners. Additionally, once the team start to host public events, Healthwatch will be welcome to join, and the New Hospital Team would be willing to participate in any events that Healthwatch were to arrange. The visitors left the meeting.</p> <p>SS advised that Peter Buttle, one of our volunteers, has just been appointed as a Governor to the RUH.</p>		
<b>Agenda Item 2: Approval of Minutes of 27<sup>th</sup> April 2021 (including Action Points)</b>		
The minutes of 27 <sup>th</sup> April 2021 were noted as a correct record.		
<b>Outstanding Actions</b>	<b>Owner</b>	<b>Deadline</b>
<ul style="list-style-type: none"> <li>Military covenant. Work continuing. Report at May Meeting.</li> </ul>	EL	Completed
<ul style="list-style-type: none"> <li>Help &amp; Care Board and Healthwatch Meetings (cross boundary feedback) – EL would report once</li> </ul>	EL	Completed

responses were received on schemes of delegation and meetings could be arranged.		
<ul style="list-style-type: none"> <li>There had been no progress on the sharing of data with other Healthwatch areas. EL would speak to Dorset Manager to work out the best way forward.</li> </ul>	EL	Completed
<ul style="list-style-type: none"> <li>Outlook Calendar. Completed but needs tweaking.</li> </ul>	SS	Completed
<ul style="list-style-type: none"> <li>EL to send Calendar to Board Members</li> </ul>	EL	Completed
<ul style="list-style-type: none"> <li>SS to put together a new priority list for CCG and Council</li> </ul>	SS	Completed
<ul style="list-style-type: none"> <li>EL to provide SS with an Action Plan which had been embedded in the Quality Framework</li> </ul>	EL	Completed
<b>Agenda Item 3: Scheme of Delegation from Help &amp; Care and Memorandum of Understanding</b>		
<p>Board reviewed documents from Help and Care, setting out the Scheme of Delegation and Terms of Reference of the LLB.</p> <p>The Board welcomed this guidance, in general but sought clarification on some points. Clarification was sought about whether EL had to be present at all meetings in order for the LLB to be quorate. It was agreed that the document should be amended so that it read 50% of LLB members should be present in order to be quorate. As Help and Care control the budget, it was agreed that this would allow their Board to challenge any decisions and ensure that necessary constraints to be in place. It was further clarified that LLB meetings should not take place without the Chair or Vice Chair present, unless an emergency decision was required.</p> <p>BSW ICS Partnership has asked Healthwatch Wiltshire sign a Memorandum of Understanding to indicate our support for the new Partnership. The clarification about the scheme of delegation had been required to clarify who could sign such documents. The Board agreed that GL should sign the MOU on behalf of HWW.</p>		
<b>Outstanding Actions</b>	<b>Owner</b>	<b>Deadline</b>
<ul style="list-style-type: none"> <li>EL to make amendments to Scheme of Delegation regarding membership of the Board. GL to sign MOU</li> </ul>	EL/GL	June Meeting
<b>Agenda Item 4: Healthwatch &amp; Work Planning Update (including Armed Forces Covenant)</b>		
<p>Papers previously circulated.</p> <p>Medequip have confirmed that they wish to go ahead with the piece of work that has been proposed. SS to review requirements for extra resources that will be required.</p> <p>Board agreed that GL should sign Military Covenant on behalf of HWW.</p>		
<b>Outstanding Actions</b>	<b>Owner</b>	<b>Deadline</b>
SS to identify resource requirement for Medequip project. GL to sign Military Covenant	SS/GL	June Meeting
<b>Agenda Item 5: Annual Report (Draft)</b>		
<p>Draft document previously circulated.</p> <p>A question was raised about the number of staff as described in the draft document. It was agreed that this should be amended to clarify that the total set out includes maternity leave.</p> <p>SS advised that the Annual Report is due to be published by end of Jun and any further questions or comments should be submitted to her by the end of May.</p>		
<b>Outstanding Actions</b>	<b>Owner</b>	<b>Deadline</b>
<ul style="list-style-type: none"> <li>Questions of comments to SS by 31 May</li> </ul>	SS	31 May
<b>Agenda Item 6: Board Update</b>		
<p>GL: Met with Chair of Croydon LLB.</p> <p>IK: No meetings attended.</p> <p>HD: Health &amp; Care Feedback Session and Discussion: Young Healthwatch Wiltshire. Fantastic Report. Wessex Community Action: Meeting of Wiltshire Volunteers. End of Life Board has been postponed.</p> <p>MW: Carers Partnership Meeting was cancelled due to lack of Chair. Children and Family Voluntary Sectors Forum (first hour), awaiting PowerPoint from second half of the meeting. Involved with Community Grant Funds, thank you to SS for supporting with clarification.</p> <p>AM: Wiltshire Locality Meeting – GP leading on Primary Care.</p>		

JW: CCG Meeting, Primary Care Commissioning Meeting/Seminar. Will share some slides given at the presentation with the Board. Presentation by Jill May and Emma Higgins about Shared Learning, - Promise to Learn and Commitment to Act. Area Boards were cancelled due to elections.  
 VJ: No meetings attended South West Dental Meeting in three weeks times.  
 EL: No meetings.  
 SS: Met with Bernadette Knight, Veterans Military – links in with the military to improve NHS services for military families. Shared our report. ICA Leadership Meeting – AM to attend future meetings.

Outstanding Actions	Owner	Deadline
<ul style="list-style-type: none"> <li>Invitation to SDH and GWH to future meetings</li> </ul>	SS	June Meeting

**Agenda Item 6: AOB and Agenda Items for next Meeting**

IK asked if arrangements can be made to invite representatives of the other hospital trusts serving Wiltshire to join us? It was agreed that this would be useful. SS to pursue.

GL advised that it is hoped that it will be possible to in person Board Meetings to resume, from July, rules allowing.

SS told the Board that CEO has advised her that ILC will be selling the office building in which Healthwatch Wiltshire is based from March/April 2022 and new premises will be required. Will review accommodations requirements once official eviction letter has been received.

**Next Meeting Date: 22<sup>nd</sup> June 2021**

**Time:** 10.30-12.00noon

**Location:** Microsoft Teams

**Future dates:**

27<sup>th</sup> July 2021, 10.30-12.00pm

24<sup>th</sup> August 2021, 10.30-12.00pm