

Healthwatch Cambridgeshire and Peterborough
DRAFT Minutes 19 October 2017 Community Meeting in Peterborough

Meeting summary:

- All present updated on status of merger/staff roles.
- Community forum role and function presented by Nik Patten. Substance of document generally agreed. NP agreed to make textual changes.
- Role and function of quarterly workshops discussed. Agreed these were a good idea but further work needed to develop their theme and form.
- Anna Tuke, Associate Director of Service User, Patient and Stakeholder Partnership at CPFT, introduced herself to Healthwatch, outlined her aims.
- Neil Winstone outlined CPFT's Zero Suicide Strategy.
- Heather Lord presented plans for launch of report 'Accessible Information as Standard'.
- Updates delivered by Cambridgeshire and Peterborough CCG, CPFT and NWAFT on their work.

Actions:

This meeting

Action	Lead	Timescale
Arrange for speaker to attend December community meeting to give presentation on new eye services in Peterborough	Samuel Lawrence and Jane Coulson	Completed - Eye services speaker scheduled for meeting 7 Dec.
Come up with theme and format for February workshop	HW Staff	Progressed- theme of primary care to be presented at Nov meeting
Incorporate points from discussion of community forum into community forum role and function	Nik Patten	7 December community meeting to be presented along with final quarterly workshop doc.

Previous meetings

Action	Lead	Timescale
Come up with new format, terms of reference etc for community meetings	Nik Patten	Completed.
Find out what info is being given out to stroke patients leaving hospital.	Ivan Graham	Completed.
Ask at NWAFT Board meeting whether there is an AIS strategy in place.	Gordon Smith	Completed, answer sent to staff to inform work.

Full minutes:

Attendance

Directors: Nik Patten (Chairing Meeting), Gordon Smith, Margaret Robinson, Susan Mahmoud

Advisory Committee: Dennis Pinshon, Ian Arnott

Staff: Heather Lord, Samuel Lawrence

Volunteers: Peter Skivington

Other Attendees: Jane Coulson (C&P CCG), Neil Winstone, Anna Tuke (CPFT)

Members of public also attended (contributions noted as **PA** for public attendee)

Apologies: Val Moore, Sandie Smith, Jean Hobbs, Annette Beeton, Jo Woodhams, Rosemary Dickens, Geoff Bovan, Nicky Hampshaw, (HW) Jo Bennis and Ivan Graham (NWAFT)

10:00 Welcome, minutes and actions (NP)

Changes to minutes of 19 September: CPFT went smoke free 1 Oct rather than 1 Nov. **DP** wished comment about HW logos needing to be side by side to be noted.

HL's action from previous meeting to ask **JC** for update on availability of Eye services in Peterborough. **JC** said update would be available by next meeting. Meeting agreed **SL** and **JC** should arrange for a speaker from the CCG to appear to discuss new eye services at December meeting, as Andy Palmer from CDA was going to talk at November meeting.

10:15 Merger update - restructure (SL)

GS has been appointed Vice-chair of Healthwatch Cambridgeshire and Peterborough.

SL explained restructure was ongoing and which members of staff had so far been confirmed in post.

- Angela Grief - Office and Finance Manager
- Sharon Gunn - Admin Assistant
- Angie Ridley - Communications Manager
- Samuel Lawrence - Communications Officer (full time)
- Julie McNeill - Information Manager
- Kate Hales - Engagement Officer
- Janine Newby-Robson - Engagement Officer

10:20 Role and community forum function

Nik Patten presented document outlining role and community forum function. Points agreed and proposed amendments:

- Name change from Community meeting to Community forum agreed.
- IA suggested text could be condensed, points from 'purpose' and 'function and role' could be condensed.
- Word 'members' to be changed to 'attendees' to suggest inclusiveness.
- It was suggested community forum minutes could be included in Healthwatch newsletters - general agreement.

Discussion also took place over whether other providers should regularly be invited to community forum. Ultimately it was concluded that we could think about this but it would have to be planned carefully to accommodate meeting time, ensure we did not offend people by inviting A and not B. NP agreed to take document away and work on it in light of discussion.

10:20 Quarterly workshops Nik Patten

NP Outlined concept of quarterly workshops focussed on a specific theme. These would be larger events with more guests from more organizations, and more of a drive to get members of the public to attend. Representatives from interest groups and hard to reach groups would give presentations. After this a round table discussion and a focus group discussion would follow.

Discussion of theme followed, it was agreed that HW staff would go away and look for a theme for the first workshop based in HW evidence

HL suggested this could be something of a marketplace event.

DP suggested that we need to decide what the theme of the workshop is before deciding how to shape an event around it. Also suggested that it might be better if events were not quarterly, but rather if they happened as and when necessary. Staff and directors to consider these points between meetings.

10:45 Meeting reports (taken as read)

GL provided written update on Patient Reference Group meeting

10:50 Break

11:00 Presentations from CPFT(Anna Tuke, Neil Winstone)

AT introduced herself as new Associate Director of Service User, Patient and Stakeholder Partnership. Delivered presentation about her work attempting to engage community. First co-production event to be held on Friday 17 October in Huntingdon. Will be workshops in Peterborough as well.

NW provided presentation on CPFT's zero suicide strategy, invited feedback. Left draft strategy after meeting.

11:30 Launch: Accessible Information as Standard (Heather L)

HL updated meeting on plans for launch of HW report Accessible Information as Standard. Launch taking place 21 November. HW will discuss report, patients will tell their stories of trying to access information. Providers will explain what they are doing to improve access. HL invited Anna Tuke who accepted.

11:40 NWAFT update (Ivan Graham)

IG gave apologies and submitted written update:

1. Data request has been received from CQC for submission by 2nd November
2. Operational structure consultation is now complete and posts are being filled
3. PEG meetings for Hinchingsbrooke and PCH are now to be combined
4. Walkabouts in prep for CQC inspection are in progress and Healthwatch members have been invited to attend

11:45 C&P CCG update (Jane Coulson)

- Sheila Bremner is the new interim officer of the CCG.
- The CCG is facing a deficit of 11 million against a planned deficit of 6 million.
- CCG is promoting uptake of flu vaccines.
- Personal announcement JC will be leaving her current post at CCG to work on the STP. Meeting thanked her for previous attendance

11:50 CPFT Update (Neil Winstone)

Most items were covered in CPFT's presentations. However Neil added that there was a big Health and Wellbeing event at Duxford which was attended by 400 people.

11:55 AOB

PA stated that David Parkes had done a report on uptake of flu vaccines in the Greater Peterborough Network newsletter, recommended as useful reading.