

**Healthwatch Sandwell Advisory Board (HAB) Meeting
held on Thursday 18 July 2019, 2.00 p.m. - 4.00 p.m.
Central Avenue, Tipton, Sandwell**

Present:	John Taylor (JT)	HW Sandwell Advisory Board Chair
	Bill Hodges (BH)	HAB Member
	Dave Bradshaw (DB)	HAB Member
	Manpreet Kala (MK)	HAB Member
	Khush Chahal (KC)	HAB Member
	Alexia Farmer (AF)	HW Sandwell Manager
	Melissa Elders (ME)	HW Sandwell Community Outreach Lead
	Ian McGarry (IM)	HW Sandwell Engagement & Information Lead
	Liz Learoyd (LL)	ECS Executive Director (Minutes)

Apologies: Anita Andrews (AA) HW Sandwell Engagement & Information Lead

Item No		Action
1.	<u>Introduction and Apologies</u>	
	First inaugural HAB meeting since ECS was awarded the contract. JT welcomed everyone and introductions were given by each person present. Apologies were received for AA.	
2.	<u>Declaration of Interests</u>	
	None.	
3.	<u>Chair's Welcome and Introduction</u>	
	A background of Healthwatch Sandwell and future of Healthwatch vision was discussed. JT outlined that the purpose of Healthwatch is to represent the people and patients of Sandwell, and gave an overview of the Healthwatch Advisory Board, a description of Engaging Communities (ECS) as contract holder and outlined the roles and function of the Healthwatch Advisory Board.	
	Action: It was identified that as the new board has now formed, a HAB induction is required (to include volunteer induction and details of claiming expenses). LL to take this forward and arrange an induction date with AF.	LL and AF
4.	<u>Update from Manager: Work Programme Priorities Update</u>	
	Work programme 2019-2020 update- paper tabled- Enclosure 1.	
	Long Term Plan (LTP) report discussed. Report being presented to the STP board on 25 July.	

Item No		Action
	<p>Action: Circulate LTP project to the HAB after it is presented at the STP.</p> <p>Work priority 1: Carers. This project is being undertaken in quarter 2 (July-September), focusing on existing carers and hidden carers. The survey has gone live. The project is a mixture of surveys and focus groups. The project completion date is 1 November where it will be sent to the HAB for sign off.</p> <p>It was outlined that this project focuses on adult carers and a future project may focus on young carers as a phase 2 of this project.</p> <p>Volunteers need to be recruited to support the delivery of the project. Agreed that for each project, there needs to be a board sponsor, and the board were asked to consider their individual areas of interest.</p> <p>Engagement activities have been split into different groups with Ian engaging with rough sleepers and homeless people, Anita engaging with new residents to Sandwell, Alexia engaging with LD and Autism residents and Melissa engaging with people who already identify themselves as a carer.</p> <p>Priorities Survey: there is a survey which has just gone live to ask the public to determine the remaining 2 work priorities for the year. Discussion surrounding adequate number of responses. 500 was discussed as a target but a sample size can be calculated from the population of Sandwell. (325,460 population)</p>	AF
4.2	<p>Action: IM to circulate the survey link out to the HAB so it can be shared through each HAB members network</p>	IM
4.3	<p>Action: AF to present a recommendation to the board for the future two priorities once the priority survey has concluded, before the next HAB meeting.</p>	AF
4.4	<p>ANP Project: AF outlined that we have been asked to undertake a commissioned piece of work in July/ August conducting three focus groups on patient views of Advance Nurse Practitioners and the findings of this will be presented to the board once the project has been completed. This is a Black Country wide project commissioned by the CCG in Wolverhampton for which we will be paid £2500.</p> <p>AF outlined that as part of the work programme for the year, her focus will be to increase visibility of Healthwatch throughout Sandwell and to set up an active Youth Healthwatch, which is currently something in development, with AF speaking with the Shape programme.</p> <p>Action: For the next HAB meeting, AF to produce a 2-page work programme to include how many volunteers we will have, detail on the projects and the timescales, taking us up to the end of March 2020.</p> <p>Stakeholder mapping: discussion over attendance at strategic meetings and a request was made for interest in attending, with the list of meetings circulated to HAB members. Agreed that attendance at meetings was open to negotiation and HAB asked to take this document away and reflect on what they would like to attend.</p>	AF

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4.5	Action: HAB members to respond to JT with expressions of interest in attending meetings to ensure there are clear lines of accountability.	HAB
5.	<u>Update from Chair</u>	
	<p>Verbal update from the Chair.</p> <p>Websites: JT highlighted the fact a new website was due to be launched and gave an overview of the functionality of the website, including the feedback centre. The website will need to include details of the HAB and the staff.</p> <p>Action: Each HAB member to provide a photo and a short biography to be included on the website.</p> <p>JT outlined his actions since being appointed as Chair, meeting key strategic players and provided an overview of the current landscape in Sandwell, explaining that there had been big changes within the Local Authority, with a new leader, Yvonne Davies, who started in post in May 2019. She is both the leader of the Council and the Chair of the Health and Wellbeing Board.</p> <p>The Chief Executive- Jan Britton has stood down and currently, the interim Chief Executive is David Stevens, who is the Director of Adult Social Care.</p> <p>JT explained he had already met with David Stevens and discussed the role of Healthwatch Sandwell with him.</p> <p>Changes in the CCG also include the resignation of the CEO Andy Williams who is leaving Sandwell for a move to a new role in Leicester as Integrated Care System (ICS) Leader. Helen Hibbs, who is the CEO of Wolverhampton Clinical Commissioning group (CCG) will be acting as the interim CEO of Sandwell CCG until a new one is appointed.</p> <p>JT gave a description of Healthwatch England (HWE) as the National Organisation for local Healthwatch and conference attendance was discussed as the HWE National Conference is being held on 2/3 October in Birmingham at the ICC.</p>	HAB
5.1	<p>Action: AF to liaise with the team and board and ensure the three places we are given for each day are filled and people are booked on through the registration process.</p> <p>JT outlined his attendance at the first Overview and Scrutiny Committee in June. As it was a new council and a new committee there was a short agenda. Public Health and Social Care outlined the new business plan. AF and JT have arranged to meet Clare Giles in September to discuss the work programme and collaborative working opportunities. BH was asked to join this meeting due to his previous attendance at this meeting representing Healthwatch.</p> <p>Health and Wellbeing Board - the first meeting takes place on Thursday next week. This is the first meeting of the new financial year, and on the agenda is the Better Care Fund, Mental Health and Wellbeing, Palliative Care and End of Life and Future Commissioning Intentions.</p>	AF

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	<p>JT outlined that this would be his first meeting in attendance as HW Chair, but also highlighted that it was a public meeting so all the HAB are welcome to attend if they wish to do so.</p>	
6.	<p><u>Update on Enter and View Programme and Volunteers</u></p>	
	<p>IM gave an update on the Enter and View programme and a schedule was tabled.</p> <p>IM stated they had conducted 16 Enter and View visits in the last 4 years under the previous contract provider but are now aiming for two visits each month (4 per year).</p> <p>A visit has already been done at the CAMHS and a further visit is planned for Monday.</p> <p>IM outlined that intelligence is being received through social media on GP surgeries, which is providing rationale for future visits. Intelligence has also been received from Commissioners on social housing.</p> <p>Currently have 8 Authorised Representatives, which some delays having being caused by the new DBS system.</p> <p>Enter and View training is organised for 23 July @ 10:00am in the office and all are welcome to attend.</p> <p>A volunteer tea party was held in June and it was agreed that we need more volunteers and to become more visible.</p>	
7.	<p><u>Future Meetings</u></p>	
	<p>Discussion on the need to reinstate public forum meetings at community venues through Sandwell. Collective agreement given that this needs to be re-instated as soon as possible.</p> <p>Agreed to hold three public events, September, January 2020 and March 2020.</p> <p>Venues were discussed and it was suggested the Salvation Army at Oldbury usually has a good attendance rate.</p> <p>Action: proposal to be sent to the board on date/topic of 1st public forum in September by 2 weeks' time.</p> <p>Discussion took place with suggestions being made of the future of GP services/ What Primary Care Networks will look like.</p> <p>Agreed the best day for the meeting would be in the afternoon on 24 September. Potential speakers could be social prescribing team to deliver a talk as this will now be called "Community Connections".</p>	AF
8.	<p><u>Public Session: Questions form the Public in attendance</u></p>	
	<p>No public in attendance- session closed.</p>	

Item No		Action
9.	<u>Closed part of the meeting: Confidential</u>	
	<p>Date and Time of next meetings:</p> <p>Tuesday 10 September, 2:00pm- 4:00pm Healthwatch Sandwell Offices</p> <p>Thursday 7 November, 2:00pm- 4:00pm Healthwatch Sandwell Offices.</p>	