

Committee minutes - unapproved

15 January 2020, 10.30am to 12.30pm
MEA House, Newcastle upon Tyne

Committee members present

Alexandros Dearges-Chantler (AD-C)	Independent (Chair)
Terry Bearpark (TB)	Independent
Feyi Awotona (FA)	Independent

Apologies

Alisdair Cameron (AC)	Launchpad
Gill Clancy (GC)	Independent

In attendance

Steph Edusei (SE)	Chief Executive, HWN
Felicity Shenton (FS)	Deputy Chief Executive, HWN
Rachel Wilkins (RW)	Project Manager, HWN
Lyndsay Yarde (LY)	Associate, HWN
Kim Newton (KN)	Project Manager, HWG
Deborah Hall (DH)	Marketing and Project Coordinator, HWN
Kate Beattie (KB)	Finance and Administration Officer, HWN

1. Welcome and introductions

1.1 The meeting began with a round of inductions. AD-C chairing for the first time.

2. Apologies for absence

2.1 Apologies noted from Alisdair Cameron and Gill Clancy.

3. Minutes of previous meeting and matters arising

3.1 The minutes for the meeting were agreed as a true record.

3.2 Matters arising:

The letter was sent to Mark Adams, but we are awaiting a response.

Action: SE will make a register of people who are housebound re GPs.

3.2 SE has a copy of the letter that was sent to Health Scrutiny. There isn't a central register like the CCG.

3.3 FS and RW stated that there is an issue with the local dental and optical community.

Action: SE proposed the idea of creating a box for upcoming focus groups and sending them what is going to be used in the group a few days before.

Actions: RW has closed her questionnaire, 234 responses in total. RW will make a timeline of this.

3.4 The AGM in October was a success, we received good feedback. AD-C and MB will discuss when the next AGM should be. Venue and programmes will be discussed, too.

Action: AD-C and MB will decide when this should be towards the end of the month.

4. Outreach update (paper 1)

4.1 FS stated that Melanie left before Christmas and gave her this paper (1) then. Melanie summarised the outreach events before she left.

4.2 Ongoing work includes: 3 volunteer papers which need to be signed by the board.

4.3 The volunteer booklet needs to be edited then it will be circulated to staff and to the committee.

4.4 FS stated that Melanie's post is being advertised. FS, RW and a volunteer will interview the possible candidates. Hopefully the successful candidate will be recruited as soon as possible and start at the end of March.

4.5 For now, FS is co-ordinating for now and SE is also covering upcoming outreach events. Although, we are sending apologies if we can't cover them.

4.6 FS has access to Melanie's email account, so no one is being ignored. This account is being closed at the end of the month.

Action: Melanie's post is being advertised this week and there will be interviews in February and recruitment towards the end of March.

5. Project updates (paper 2)

5.1 SE said that all the projects are progressing well.

5.2 RW updated the Committee on her project: the questionnaire has now closed. 234 responses, 141 from Gateshead and 93 from Newcastle, 94 were from children and young people, 9 were from local authority care and 131 were parents.

5.3 RW is currently collecting the data analysis for this project and is hoping to have it finished by 30th January so that SE can read it before it goes out to the committee. SE will go through the report on 3rd February and she will circulate it to the committee on 6th February, she wants a response by 13th February.

5.4 RW has managed to interview 10 people and is waiting on 2 currently, 9 of these so far have been parents and 1 has been a young person. There are barriers when interviewing young people due to the age and the fact they don't know RW.

5.5 Demographics are fine for the children and young people who have responded. Although, there's a gap in responses from fathers and LGBT parents.

Action: RW will type up the first draft of the report, SE will read it first then the committee will.

5.6 LY updated the Committee on her project: the practice participation pilot is going well so far. The first workshop was on 31st October and there were 19 attendees. LY held an informal catch up on 12th December but there wasn't as many attendees, only 5 but all enjoyed it.

5.7 The second visit is on 16th January, which is another formal chat. LY is making appointments with people over the next week. Effective PPGs are supporting and making progress. It's a journey for all of the practices involved. Upcoming meetings: February - informal visit, March - final workshop and April - final assessment visits, if they hit the requirements then they should receive the award.

5.8 SE is organising an event on 22nd February for practice members.

5.9 There are potential risks to the project, people are enthusiastic to do it at the start but as the time goes on, they may not be as interested in it anymore, due to commitments and reality taking over. GPs are very busy, so they don't tend to get involved with the work the PPGs are doing.

Action: LY will sort evaluation and contact Phil, as well as carrying on with the visits and workshops. Phil is providing a venue at the end of the month.

6. Priority setting

6.1 Every year we have a list of priorities. The decision making is determined by the three stages:

- Is this a statutory duty?
- Does it meet a strategic objective?
- Could it be a viable research project?

6.2 The committee and staff members decided which priorities were important and which ones weren't as important.

6.3 They agreed that: 'Foreign language interpreting services was a priority because in the past interpreters have supplied us with the wrong dialect or language which creates a massive barrier for us and individuals involved.

6.4 Carers assessment was decided that it was a priority because it was successful in Gateshead and it will create more awareness around it, too.

6.5 Gender identity support for young people was decided that it was a priority because young people are always being passed around by professionals which affects their mental health and could lead to self-harm and suicide due to their voices not being heard. There is now a court case in the system for this.

6.6 Adult social care process was decided that it was a priority because of the research and results KN has received for her project and by a volunteer, too.

6.7 Changes to support for people who are no longer in crisis was decided that it was a priority because it sets up support for individuals and additional help is needed for people.

6.8 The other priorities on the list were considered not as important because ... (please fill in)

7. Chair update

7.1 AD-C started as HWN Chair in November, since then he has attended meetings with Mark Adams (CCG) where Mark was supposed to do an update but didn't due to the election so that meeting is subject to happen this month instead. He is attending the Health and Wellbeing Board in February as it was postponed. He attended the Health Scrutiny Committee on 9th January, where he reported on RW project and they were very happy with it. Although, they were disappointed with the dentist response.

7.2 AD-C said that we need to recruit more people to the committee and make it more diverse.

8. Chief Executive update

8.1 Budget consultation is happening.

8.2 SE went to a focus group on 14th January which had great feedback.

8.3 There are now opportunities to have a lung cancer screening which will be out next year (2021).

8.4 Chris Piercy is leaving the CCG.

9. Any other business

9.1 FS mentioned that there are training opportunities coming up for volunteers, staff and committee members, 2 are taking place in March, one being a safeguarding event. Beth is running a Sikh community awareness training on 27th February which anyone is welcome to.

9.2 The Chinese New Year event is taking place on 26th January.

9.3 AD-C will put together a timeline for the priorities.

9.4 The next meeting will be held in April (the date is still yet to be decided). Future dates for the year will be decided soon.