

MINUTES

Meeting: HWCB Public Working Board Meeting

Date: Tuesday 13th June 2017

Time: 18.00 to 19.30

Venue: The Rufus Centre, Steppingley Road, Flitwick, MK45 1AH

ATTENDEES:

First Name	Surname	Initials	Role
Diana	Blackmun	DB	CEO
Linda	Grant	LG	Director
Gill	Hiscox	GH	Director
Dave	Simpson	DS	Vice Chair & Joint Co-Chair
Tegan	Ingram	TI	Youth Parliament

APOLOGIES: Catherine Davies, Wendy Toomey, Paige Taylor, Simon Bailey

		ACTION
1.	Welcome and apologies noted from CD, WT and PT. No apologies received from Miriam Coffie.	
2.	<p>Guest speaker – Hilary Wood</p> <p>DS introduced the guest speaker, Hilary Wood (HW), from the Stroke Association. HW began by explaining what a stroke is and how people are affected in different ways. HW gave an update on the causes of stroke, what to look out for and what action to take if you suspect a stroke (FAST Campaign). HW explained how the Stroke Association find out about the people who have suffered a stroke and the support put in place to help them. Further discussion included details of support for Carers, referrals into the service and support for the family. HW presented an information pack about Strokes which includes information to help people get the best life possible after a stroke. The Stroke Association run two Carers Groups and use volunteers to support their work. They also started a new group called 'Working age survivors'. For more information about the work of the Stroke association contact Hilary.Wood@stroke.org.uk</p>	

3.	Minutes of previous meeting agreed.	
4.	<p>Financial Update</p> <ul style="list-style-type: none"> ▪ DS advised the Board of recent progress on SAGE accounting. Utilising a trusted and dedicated volunteer, all HWCB financial transactions are now entered on SAGE. This will enable easier reporting on costs incurred, for example, particular projects, room bookings, expenses etc on a day to day basis if required. This is in addition to our usual accounting services; the management accounts etc will continue to be produced as requested. ▪ DS confirmed budget remained on target and a slight overspend was still predicted at year end. 	
5.	<p>CEO Update</p> <p>DB gave an update on current HWCB activities as follows:</p> <ul style="list-style-type: none"> ▪ HWCB Annual Report – working on it, making good progress. ▪ STP – <ul style="list-style-type: none"> ○ Stalled due to purdah - ○ Local HW continues to meet, working jointly on STP to represent the public voice. All four HW have responded jointly to the Health Select Committees request for written submissions on the STP process which can be submitted now that purdah has ended. Will advise of outcome. ○ Public Voice Partnership; Next meeting taking place on 15th June. ▪ HWCB Budget set for 2017/18 and Management Accounts prepared – will be circulated at next Working Board Meeting in July. ▪ Bedford Hospital Quality Account: Submitted statement which will be included in the final account. Meeting set for 22.06.17 with Director of Nursing Services to see how we can work more closely with Bedford Hospital. ▪ Mock CQC inspections: Invited by Bedford Hospital to take part in mock CQC inspections, starting in June. ▪ Cheering Volunteering Awards – Michael Hyde, Outstanding Contribution Award winner, 2017. ▪ Circle, MSK Services: following a series of complaints, meeting with MSK Directors on 19th June to discuss. ▪ 111 Service: Seen a rise in complaints about the 111 service, will be following this up. ▪ Appointment of Head of Contracts at CBC – invited to be part of the Stakeholder Panel to appoint – interviews on 14th June. ▪ New Chair of HWBB – met with Cllr Brian Spurr, new Chair to update on HWCB role and activities. 	

	<ul style="list-style-type: none"> ▪ Young HW – working with Dee to develop template to use when visiting a GP. Pull-ups and flyers also ready to be used and promoted in schools. Dee writing up a project plan to recruit new Young HW members. ▪ Surveys: <ul style="list-style-type: none"> ○ Falls Prevention: WT & SG preparing analysis. ○ Non-emergency Hospital Transport: Survey closes 18th June, 30 responses so far; analysis in preparation. ▪ Community Health Services Procurement: The BCCG is seeking volunteers to take part in the final phase. Anyone that has used CHS can get involved. Information widely distributed and on our website. ▪ Safeguarding: HWCB staff and volunteers took part in Safeguarding training 16th May. ▪ Listening Events – Programme of events being developed, first one will take place at Priory View in Dunstable on 14th June. Dee also visiting Carers Groups. ▪ Young Carers Film – still struggling to find young Carers willing to be filmed – ongoing. ▪ Just Ask 2017 – Flitwick Carnival on Saturday, Next date Sunday 2nd July, Ampthill Festival. <p>DB added that a new BCCG Accountable Officer was recently appointed - Sarah Thompson, will take up her post in late June. Sarah replaces Matthew Tait who left at the end of March 2017. Donna Derby is currently 'acting up' prior to Sarah's arrival.</p>	
<p>6.</p>	<p>Youth Parliament Report</p> <ul style="list-style-type: none"> ▪ Over 1000 Mental Health Survey responses received. Unclear at present who the survey will be shared with but initially MIND and ELFT, in particular CAMHS Stakeholder Group. ▪ YP currently developing a project which will involve school nurses talking on film about their role within the school and how they can help students. The short video will be used to inform students about the duties and support a school nurse can provide. <p>DS welcomed the report from Tegan and looked forward to hearing an update on progress.</p>	
<p>7.</p>	<p>AOB</p> <ul style="list-style-type: none"> ▪ A proposal was put forward to reduce the number of Board Meetings in public from four to two per year due to low attendance numbers and ongoing associated costs. ▪ The proposal was approved by all Board Members present. ▪ It was further agreed that meetings would take place in the North and South (one in each) of Central 	

	Bedfordshire for maximum coverage.	
8.	Date of next working group board meeting - Wednesday 26 th July 2017, The Board Room Capability House, Silsoe, starting at 4pm.	