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|  | **13th February 2024** | **12th**  **March 2024** | **09th April**  **2024** | **14th May 2024** | **11th June**  **2024** |
| **Adrian P Hardy**  **(Chair)** |  |  |  |  |  |
| **Janene Davies** |  | **Apologies** | **Apologies** |  |  |
| **Maggie Skilling** |  |  | **Apologies** |  |  |
| **Ann Lloyd** |  |  |  |  |  |
| **Ernie Rothwell** | **Apologies** |  |  |  |  |
| **Malcom Coe** |  |  | **Apologies** |  |  |
| **Mohammed Albaadani** |  |  |  |  |  |
| **Mary Hill** |  |  |  |  |  |
| **Jean Peet** | **Apologies** |  | **Apologies** |  |  |
| **Elaine Clayton** |  |  |  |  |  |
| **Nicholas Duffin** |  |  | **Apologies** |  |  |
| **In attendance** |  |  |  |  |  |
| **Karen Parker, Chief Officer HWWL** |  |  |  |  |  |
| **George Sharp**  **Engagement Officer HWWL** |  |  |  |  |  |
| **Lacey Briscoe**  **Office Manager**  **(Minutes)** |  |  |  |  |  |
| **Jessica Wood**  **Engagement Officer**  **(Observing)** |  |  |  |  |  |
| **Andrea Arkwright (Engagement Officer)** |  |  |  |  |  |

**NOTES OF A MEETING OF THE HEALTHWATCH ADVISORY COMMITTEE MEETING HELD TUESDAY, 10am 09th April 2024**

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| **1.** | **WELCOME AND INTRODUCTIONS**  The Chair welcomed everyone to the meeting |  |
| **2.** | **Apologies**  Apologies were received and noted |  |
| **3.** | **Notes of the Advisory Committee 12th March 2024**  The notes were received and agreed as a true record. |  |
| **4.** | **Action log 12th March 2024**  The action log was reviewed as discussed.  Project report feedback  This has been added to this meeting’s Agenda so agreed that this action can be logged as completed.  Equality and Diversity, Skills Audit  Survey and skills audit has been distributed and awaiting some more responses – will be discussed again at the next A/C. |  |
| **5-6** | **Items 5-6**  Nothing to report |  |
| **7.** | **Receive regular updates of ongoing projects and work programmes**  Sexual Health Update  Details of the new sexual health provider had been circulated to members prior to the meeting, this information has now been published and is in the public domain.  A write up on this project will be included within the Annual report.  AH suggested to GS to look at possible future engagement with the new user and to liaise with the Director of Public Health for feedback on the new provider.  Agreed to review again in 6 months time, and look to raise as an item for a future Overview and Scrutiny meeting.  PPG Project  An overview was provided of the PPG project, following completion of the project a report has been put together via the project lead MH and the Volunteer Coordinator LA. LB relayed information from the Board meeting in which it was agreed that the PPG piece of work will be presented within the Annual report rather than a stand alone report. The piece of work will be fed into the commissioned piece of work on Primary Care Network (PCN) Engagement and Involvement which is being undertaken by Involvement and Engagement Officer AA.  A discussion entailed on the PPG project, it was highlighted by members of the AC who were involved in the project that they would like to see the report – noting this as for information only.  On reflection of the project - expectations from the outset of the project were discussed and if information was realistic at the outset on how reports and/or findings were going to be published.  Following these discussions it was agreed that a project debrief should take place to further discuss these points and to look at the management of expectations for future projects.  Vaping  The vaping piece of work is completed and will be presented within the annual report and will be circulated prior to the June AC meeting  Mental Health Report  This is in the final stages of formatting together and will be circulated on completion and provided at the May A/C meeting for information. | Action: to review in 6 months time.  Action: feedback to KP – copy of report to be sent for info only  Action – PPG Project Debrief to be carried out |
| **8.** | **Thematic Projects 2024/25**  Children and Adolescents Mental Health Service (CAMHS)  The project proposal for the CAMHS project was circulated and presented to the committee.  Proposal approved but queries were raised over the time frame of the project. The project timeframe is stated as finishing in September and concerns were raised from numerous members of the AC that this may be a tight deadline given the enormity of the project.  Suggested to push the end date to the end of the year – MH noted that this was provide further opportunity to capture experiences of Young people over the start of the new school year from September – transition into new forms, high schools, etc.  Project proposal agreed with an extension to the proposed timetable – further information to be obtained from the Chief Officer to confirm that the project extension does not affect strategic meeting dates in which the project report would be presented.  Project lead – GS and Project Sponsor – ND  Discharge Support  AL is the project lead and presented an overview of the project proposal to the committee. The project looks to engage with those patients and where appropriate, their carers, deemed as having ‘no right to reside’ who are currently awaiting discharge. The project will look at four discharge pathways.  ER raised a question around the rehab ward at Leigh infirmary – AL noted this as a site to consider within the project.  Further discussions entailed around “Right to Reside” and “Delayed Discharge” and what it means to the patients and their relatives.  AL provided an overview of the sites which will be visited within the project to capture views and experiences of pathways, and also to speak with patients within the discharge lounge, capturing how patient involvement and engagement is carried out within the different sites.  Discussions entailed around the work that is currently active within the system using lean methodology – noting that engagement with the patient is key.  Further discussion was raised on how the findings will be used on completion of the projects – where will the recommendations be presented – will these be presented as a report. AL advised that the reporting of the project will be determined as the project progresses.  AH raised a point in relation to the Overview and Scrutiny meeting, the meetings take place every two months so feedback on the discharge process would feed in well as a qualitative piece of work.  AL informed of the project next steps – meeting with the Chief Nurse will be the first action.  Project proposal agreed – Project Lead – AL and Project Sponsor – AH.  Patient Engagement in Primary Care Networks  This is a commissioned piece of work around Primary Care Network (PCN) Engagement and Involvement which is being undertaken by the Involvement and Engagement Officer AA. A project proposal will be presented at the next A/C meeting in May. | Action: Project proposal agreed – LB to obtain further information from KP |
| **9** | **Skills Audit Exercise – Discussion update**  LB confirmed that the surveys and skills audit forms have been circulated and some responses have started to be received. Once further responses have been received this can be looked at for further recruitment onto the A/C to identify any gaps in skills and demographics. |  |
| **10** | **Agree which premises to Enter and View and when these premises are visited**  Nothing to report |  |
| **11.** | **Provide representation to specific committees and Boards as determined by Wigan Borough CIC** | AH  Action: Ideas around how we can strengthen on our information and signposting priority |
| Overview and Scrutiny  The meeting feedback from the March meeting was circulated to the committee via AH.  No further questions were raised  Board Meeting Action – FAQ’s for further discussion at A/C  The workplan 2024/25 was presented at the March Board meeting and one of the key priorities within the workplan “Build Knowledge and capacity within HWWL team to support the information and signposting element of the services” was highlighted upon as a priority we need to strengthen upon.  LB to look at ways of creating a function where contacts, service processes, business, voluntary organisation can be accumulated into a type of directory – to be referenced upon when carrying out our signposting function in our day-to-day activities.  It was agreed at Board that this would be taken back to Advisory Committee as an item to look at further - what are we trying to achieve, what can be done, how this can be achieved and then decide on next steps.  Further discussion entailed on how we can strengthen on this function – AH asked for members to think around any ideas they could bring back for further discussion. |
| **12.** | **Agree whether to refer a matter to the Overview and Scrutiny Committee.**  Nothing to report |  |
| **13.** | **Monitor activity and receive reports against statutory functions.**  Nothing to report. |  |
| **14.** | **Participation Strategy – Presentation By Engagement Manager Scott Williams**  SW carried out a presentation on the Participation strategy and noted that the strategy had been recently approved and ratified at Board.  SW provided the aims of the strategy and information around the aim of service change.  Overview of Local Participation Groups which are in the process of being set up were noted upon.  SW advised that the presentation slides will be circulated and confirmed that his contact details will be included if anyone would like to contact him directly with any questions following the presentation.  SW expressed that he would be happy to attend the A/C quarterly to provide updates – Agreed to invite SW back to the AC in 3 to 6 months time to provide updates and discussion around KPI’s. |  |
| **15.** | **Board Updates**  **ER provided an update from the March Board meeting:**   * Budget 2024/25 approved at Board * Project discussions * End of year report and figures will be presented at the next Board meeting in May. |  |
| **16.** | **Decisions made at today’s meetings**   * CAMHS and Discharge Support project proposals approved to go ahead – with a review of the CAMHS project timeline * PPG report to be circulated to project volunteers for information only – to be relayed to the Chief Officer for confirmation. * PPG project debrief to be set up. |  |
| **15.** | **Any other business (AOB)**  LB discussed with the Chair and raised a point for consideration to the committee on the frequency of the AC meetings – noting that projects having been scaled back due to resource would the committee prefer the AC meetings to take place every quarter or bi-monthly.  Agreed that members are happy with the current monthly arrangement and frequency of the meetings. |  |
| **16.** | **Date and time of next meetings**  **Tuesday 14th May 2024**  **10am-12.30 Sunshine House, Gallagher Room** |  |
| **17.** | **Items for Information**  Decision log was received.  Work Plan 2024/25 was received |  |