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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** | **Apologies** | **Apologies** |
| **Maggie Skilling** |  |  | **Apologies** |  |  |
| **Ann Lloyd** |  |  |  | **Apologies** |  |
| **Ernie Rothwell** | **Apologies** |  |  | **Apologies** |  |
| **Malcom Coe** |  |  | **Apologies** | **Apologies** |  |
| **Mohammed Albaadani** |  |  |  |  | **Apologies** |
| **Mary Hill** |  |  |  |  | **Apologies** |
| **Jean Peet** | **Apologies** |  | **Apologies** | **Apologies** | **Apologies** |
| **Elaine Clayton** |  |  |  |  |  |
| **Nicholas Duffin** |  |  | **Apologies** | **Apologies** | **Apologies** |
| **In attendance** |  |  |  |  |  |
| **Karen Parker, Chief Officer HWWL** |  |  |  |  |  |
| **George Sharp**  **Engagement Officer HWWL** |  |  |  |  |  |
| **Lacey Briscoe**  **Office Manager**  **(Minutes)** |  |  |  |  |  |
| **Andrea Arkwright (Engagement Officer)** |  |  |  |  |  |

**NOTES OF A MEETING OF THE HEALTHWATCH ADVISORY COMMITTEE MEETING HELD TUESDAY, 10am 11th June 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 14th May 2024**  The notes were received and agreed as a true record. |  |
| **4.** | **Action log 14th May 2024**  The action log was reviewed and discussed.  Equality Diversity Form  LB confirmed that the survey and skills audit forms have been circulated and the majority of responses have now been received. A report on the findings will be shared at a future meeting.  Review of Sexual Health Provider  Ongoing – KP advised that feedback can be sought from Public Health if the Advisory Committee would like this to be actioned – AH/GS will look to acquire feedback, Action closed.  PPG project debrief  Item on the meeting agenda so this can be closed  PPG report to be circulated following debrief  Report circulated – action closed  Information and Signposting function – Ideas  Ongoing |  |
| **5.** | **Discussion of the PPG report**  AH confirmed that this report had been circulated onto the A/C members noted as being embargoed for circulation outside of the group.  AH opened for any comments or questions relating to the report.  Discussion progressed on PPG roles, Primary Care Network PPG’s and where the focus should be around engagement in this area.  LB informed the committee that a Board decision had derived from the May Board meeting to approve the circulation of the PPG report to the Chairs of the PPG who were involved in the project – noting that this cannot be circulated until July after the Purdah period. |  |
| **6.** | **Approve Operational Priorities and project planning**  Nothing to report |  |
| **7.** | **Agree whether to request specific information around health and social care**  Nothing to report |  |
| **8.** | **Receive regular updates of ongoing projects and work programmes**  CAMHS  GS provided an update to the CAMHS project, a meeting is scheduled in for the following week with an Engagement Officer at CAMHS to discuss dates.  Discussion around access to schools for the CAMHS project, GS noted that there is no access via schools at the moment but stated that this would be beneficial to look at contacting pastoral leads in schools to discuss the project. AH advised that he would look into booking pastoral visits, noting this would around July time after exam periods.  GS provided an update on the survey responses received to date from young people, parents, carers and professionals such as SENCO’s.  Discharge Project  AL advised that a meeting had been arranged this week to discuss the project with the Clinical Director of Community Services and a Microsoft Teams meeting in July with the Chief Nurse at WWL to start the process of getting the project underway.  AL will provide an interim update in July following these meetings.  Mental Health Report  AA explained to the committee that the Mental Health report has now been completed and circulated to A/C members and Board Directors for information. Responses have been received from Greater Manchester Mental Health (GMMH) and added to the reports, the full report with responses will be circulated after the Purdah period.  The full report will also be sent on to Overview and Scrutiny and Adult Safeguarding Committees.  AA provided an update on recent visits that had taken place at the Prospect Ward at Atherleigh which derived from a complaint which was received. Reporting on these visits will be sent to the Mental Health Liaison Group. |  |
| **9.** | **Agree which premises to Enter and View and when these premises are visited**  Nothing to report |  |
| **10.** | **Provide representation to specific committees and Boards as determined by Wigan Borough CIC** |  |
| Market Oversight Group  AL provided an update on the most recent Market Oversight Group, the meeting feedback sheet was circulated to the committee members prior to the meeting.  The meeting was an information sharing event with key discussions around domiciliary care, residential nursing home care and extra care, supported living.  Within Care homes a new engagement schedule has been launched, this schedule will link in with national awareness days throughout the year such as the Olympics, Stress Awareness month, Pride, Demetia Action Week and Black History Month.  Care Home Support and Development Group  AL provided a feedback report from the Care Home Support and Development Group. The development group is a strategic group which is well represented by all key organisations such as the Council, Hospitals, primary care, hospices etc.  The key discussions included an overview of Wigan Care Homes, an analysis of care home data and the Nursing Associate Programme.  AL informed the committee that the HWWL care home report was referenced by many attendees and actions required from the report are being implemented.  Key challenges put forward by AL as the HW representative was a discussion around inconsistency with Primary Care, and pay for parity for Nursing Associates. All comments were accepted, taken on board and will be monitored throughout future meetings. |
| **11.** | **Agree whether to refer a matter to the Overview and Scrutiny Committee.**  Nothing to report. |  |
| **12.** | **Monitor activity and receive reports against statutory functions.**  Nothing to report. |  |
| 13. | **Board Updates**  ER provided an update from the May Meeting.   * Budget has been agreed * Approved for the circulation of the PPG report to PPG Chairs involved in the project * Discussion around commissioned projects – PCN Engagement and Diabetes * Amended Terms of Reference of the Audit Committee agreed. * Approved for the recruitment of a part time Admin Officer vacancy to support the Operations Manager. |  |
| **14.** | **Decisions made at today’s meetings**   * Information and signposting action – Example Padlet to be circulated to the committee as a reference point for future meeting |  |
| **15.** | **Any other business (AOB)**  Nothing to report |  |
| **16.** | **Date and time of next meetings**  **Tuesday 09th July 2024**  **10am-12.30 Sunshine House, Gallagher Room** |  |
| **17.** | **Items for Information**   * A/C Action Log * Meeting Feedback forms |  |