

**Work Planning Meeting Minutes**  
 Thursday 14 February 2019  
 10.00am - 1.00pm

Manfield Room, Moulton Community Centre

**Present:** Morcea Walker (Chair), Sandra Bell, Brian Burnett, Christine Drage, Susan Hills, Bridget Robb, Dora Shergold, Jenny Dixon, Roger Knight, Rob Mason, Veronica Male, John Rawlings, Karen Rockell, Rashmi Shah, Andrew Wainwright

**In attendance:** Becky Calcraft (minutes), Kate Holt, Esther Stimpson, Jane Pitchfork (NCC commissioner), Tracey Allan-Jones (Healthwatch Rutland)

**Apologies:** Simon Barter, Ric Barnard, Sharon Wood, Helen Statham, Jill Spiby, Gina King, David Jones, Margaret Moss

| Item No. | Item  | Action |
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| 1.       | <p><b>Welcome and introductions</b></p> <p>Morcea Walker welcomed everyone to the meeting and asked everyone to introduce themselves. Apologies for absence were noted.</p> <p>Declarations of interest were made by Sandra Bell who declared her partner is the Business Manager for Northamptonshire Health and Care Partnership. Rashmi Shah said that he is on the board of Support Northamptonshire.</p>   |        |
| 2.       | <p><b>Minutes of last meeting 22 November 2018</b></p> <p>The minutes of the last meeting were agreed and accepted as an accurate and true record with one amendment. These were then signed by Morcea.</p>   |        |
| 3.       | <p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>• ACEs (Adverse Childhood Experiences) Task and Finish Group - Becky is in the process of putting Jill Spiby in touch with the police who are taking this group forward.</li> <li>• Local Health and Wellbeing Forums are being revitalised and Connected Together is involved in evaluating their work.</li> <li>• HWN Board attendance will be reviewed at the April WN Board meeting.</li> <li>• John Rawlings asked for clarification about business cover for car insurance for volunteers. Becky confirmed that this has always been part of the Volunteer Expenses Policy. She has checked with other Healthwatch and other voluntary sector organisations and this is a standard expectation. It is asked that volunteers <u>inform</u></li> </ul> | BC     |

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|    | their insurance provider that they volunteer for Healthwatch and this should not require any extra cost.  |               |
| 4. | <p><b>Review of HWN Strategy 2018-2020</b></p> <p>All agreed with the current statement of values for HWN. It was noted that HWN needs to be more visible. We will seek to ensure that posters about HWN are displayed in both hospitals in the county. Posters have also been sent to all GP surgeries but whether they are displayed is at the discretion of the practice manager. Esther will ask the Clinical Commissioning Groups (CCGs) to push again for our posters and leaflets to be displayed in GP surgeries. We also encourage volunteers to ask for their local surgeries to display posters, which the HWN office can supply if needed.</p>  | ES<br><br>All |
| 5. | <p><b>Review of HWN Work Plan April 2018 - March 2019</b></p> <p>The work plan for the current year was reviewed. Esther provided a verbal update on the work of Young Healthwatch. Forthcoming engagement events were discussed and new suggestions were made, including Northamptonshire Day in the autumn - Becky will look into this.</p>   | BC            |
| 6. | <p><b>Setting priorities for HWN for 2019-2020</b></p> <p>A paper was circulated prior to the meeting with the priorities of partner organisations and a discussion of the wider context that HWN works within was held, including current pressures.</p> <p>Northamptonshire County Council continues to make cuts in order to balance its budget and HWN needs to remain vigilant about the potential impact. Morcea Walker reported that the Northamptonshire Safeguarding Adults Board (NSAB) has been restructured and has new terms of reference. Rashmi Shah asked at a previous meeting whether service users and carers are still represented on NSAB - Becky has asked about this to the NSAB.</p> <p>Further discussion was carried out in small groups (2-3 people) to identify potential issues or areas of concern. These were written up on flip charts and later organised into a list.</p> <p>Emerging priorities/areas of work, including specific concerns:</p> <ol style="list-style-type: none"> <li>1. Adult social care x 3 <ol style="list-style-type: none"> <li>a. Support for carers</li> <li>b. Discharge from hospital</li> </ol> </li> <li>2. Primary care x 2 <ol style="list-style-type: none"> <li>a. Pharmacy/prescribing issues</li> <li>b. Services for refugees and asylum seekers</li> </ol> </li> <li>3. Mental health x 3 <ol style="list-style-type: none"> <li>a. Continuation of crisis support project</li> <li>b. Ward visits to St Andrew's hospital</li> </ol> </li> </ol> | BC            |

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|    | <p>4. Children and young people</p> <ul style="list-style-type: none"> <li>a. Mental health of children and young people</li> <li>b. Lack of social workers for families</li> </ul> <p>In addition, HWN is committed to engaging with the public about the NHS Long Term Plan and continuing to contribute to the Northamptonshire Health and Care Partnership (NHCP, the local sustainability and transformation partnership (STP)).</p> <p>Other potential issues:</p> <ul style="list-style-type: none"> <li>1. Local identity/sense of place/cross-border issues</li> <li>2. Domestic abuse issues</li> <li>3. Continuing healthcare (CHC) plans</li> </ul> <p>General principles:</p> <ul style="list-style-type: none"> <li>1. Promote HWN in all we do, ensure communications are accessible to all</li> <li>2. Work to pool resources/in partnership with others to achieve strategic goals</li> <li>3. Identify where we can have the most influence/make an impact</li> <li>4. Seek out evidence, identify gaps - don't duplicate what others are doing</li> </ul> <p>To be discussed and refined at next meeting on 28 February.</p> |     |
| 7. | <p><b>Meetings attended</b></p> <p>Reports attached. Thanks were given to all those who attend meetings on behalf of HWN and who have provided reports.</p>   |     |
| 8. | <p><b>AOB</b></p> <p>Volunteers are asked to bring suggestions for training topics to the next meeting.</p>   | All |
| 9. | <p><b>Date of next work planning meeting</b></p> <p>Thursday 28 February 2019, Moulton Community Centre, 10am.</p>  | All |

Signed as a true record of the meeting:

Date: