

**Advisory Group Meeting  
23 January 2024 @ 10am  
MS Teams**

**In attendance**

**Advisory Group members:** Graham Baker (GB), Clair Thorstensen-Woll (CTW), Sara Allison (SA), Clare Walsha (CW)

**Healthwatch staff:** Sarah Deason (SD), Alice Kunjappy-Clifton (AKC), Jamie Evans (JE), Simon Shaw (SS), Natasha Khan (NK), Imogen Palmer (IP), Shamin Zafar (SZ)

**Apologies:** Gráinne Colgan (GC), Tariq Gomma (TG), Zainab Koroma (ZK)

<b>1</b>	<p><b>Welcome, apologies and introductions</b></p> <p>Welcomed several new members of the team – Jamie, Simon, Natasha and Imogen.</p> <p>Apologies as above.</p>
<b>2</b>	<p><b>Review of previous minutes and actions</b></p> <p>150 surveys being analysed for the GP Access project.</p> <p>ICB Primary Care Strategy – public engagement is underway, after publication of the draft report.</p>

**Actions from previous meeting**

<b>Action</b>	<b>Update/date completed</b>
Ask HWE if they have, or could, get the link to Healthwatch added to the NHS app.	Outstanding – AKC to follow up
To look into suitable venue; advertise the meeting and how the public can engage – with questions prior to the meeting; explore online (webinar?). SD to speak to Healthwatch Portsmouth.	CAB room at the hub as Town Hall is booked up as is the Bradbury Centre. Discussion about venue – agreed hybrid meeting on 6 February in the CAB meeting room.  Comms to go out this week.
Volunteer recruitment	Planning on building engagement calendar to engage with Hong Kong and other populations, also small business owners, to drive recruitment of volunteers and raise awareness of HW.

	Developing marketing materials for this – why volunteer with us, what they can do. Starting events next month.
Healthwatch Youth	Reaching out to other Healthwatch. Problem seems to be chicken and egg – can't tell them what they will be doing but they need to know! 3 passionate volunteers have signed up; organising casual meetings to slowly integrate into the team. Recruitment event at University of Reading – 20 sign ups from this – too many! Online event to narrow down the group to those who really understand what we do. Wokingham and Bracknell College have been contacted but are slow to respond.

<b>3</b>	<p><b>Planning for in public meeting 6 February 2024</b></p> <p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>• GP access emerging high-level findings. And staged 'wash up' – key learnings, what we would do better next time.</li> <li>• Volunteering promotion and engagement</li> <li>• Draft report – dentistry for people with learning disabilities</li> <li>• Workplan review for 2024</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Prepare slide pack to support the meeting, including ground rules for the meeting (no public interruptions) introducing the team and review of the last minutes. AKC will take ownership of preparing the content with the team – by end of Thursday 1 February.</li> <li>• Invite to public to go out this week – social media and local paper – this is the agenda, how you can attend and this is how you submit questions.</li> <li>• 'Eventbrite'-type sign ups in Wix which will limit the number of in person places.</li> <li>• Set up test session to check the technology on Thursday 1 February – AKC to look at CAB meeting room availability for this.</li> <li>• Ensure have answers prepared for any pre-asked questions.</li> <li>• Look at how we can record the meeting in Teams, with a transcript – AKC to organise with Richard.</li> </ul>
<b>8</b>	<b>AOB &amp; date of next meetings</b>

	To discuss between GB, AKC and JE to agree date for March meeting to de-brief from in-public meeting and then next AG meeting. SD now stepping away from local delivery and JE taking over.
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## **Glossary**

BOB	Buckinghamshire, Oxfordshire and Berkshire West
H&WB	Health and Wellbeing Board
HOSC	Health Oversight and Scrutiny Committee
HWE	Healthwatch England
HWWokB	Healthwatch Wokingham Borough
ICB	Integrated Care Board
ICP	Integrated Care Partnership
ICS	Integrated Care System
NHSE	NHS England
WBC	Wokingham Borough Council
WBSAB	West of Berkshire Safeguarding Adults Board
WWB	Wokingham Wellbeing Board
VSAG	Voluntary Sector Action Group