

**Advisory Group Meeting**  
**Tuesday 7<sup>th</sup> Feb 2023 at 10:00am**  
**Held at Wokingham Community Hub**

**In attendance:**

**Advisory Group members:** Clair Thorstensen-Woll (CTW), Clare Walsha (CW), Graham Baker (GB), Mike Rhodes-Peel (MRP), Neil Williams (NW), Sara Allison (SA)

**Healthwatch staff:**

Sarah Deason (SD) - Area Director, Alice Kunjappy-Clifton (AKC) - Lead Officer, Gráinne Colgan (GC) - Healthwatch Officer (Communications), Andy Welch (AW) - Healthwatch Officer (Engagement)

**Action:**

<b>1.</b>	<p><b>Welcome, apologies and introductions:</b> As mentioned above.</p>	
<b>2.</b>	<p><b>Updates/information: The Advocacy People; Healthwatch Wokingham Borough; Healthwatch in Berkshire West:</b></p> <p>SD gave an overview of The Advocacy People and Healthwatch; history, how contracts work and Governance.</p> <p>AKC discussed current recruitment for staff and volunteers as MRP wanted to know more.</p> <p>AKC discussed our time so far in Wokingham as the new HW team, our current roadshow, meetings attended what we gain from those meetings and what those experiences have been like, as well as our statutory powers.</p> <p>GB asked why we did not attend the recent Wokingham Volunteer Fair. AKC spoke about staff and volunteer capacity, and the need for more notice of such events.</p>	

	<p>There is a similar event taking place in September which we will be part of.</p> <p>Discussions around Community Ambassadors, NW gives examples of how this could work with his contacts in Twyford and other areas with events.</p>	
<p><b>3.</b></p>	<p><b>Governance and working together</b></p> <p>GB queried “resolution of decision making.” Papers state that if the Group cannot make a decision it should then go to The Advocacy People’s Board. SD agrees it should not go to this Board for final decision. She will review this and talk to the Chair HW West Berks.</p> <p>In the meantime, all members agreed that the 2 documents circulated could be uploaded to the website, pending a full review.</p>	<p><b>SD</b></p>
<p><b>4.</b></p>	<p><b>Review of workplan</b></p> <p>SD talks about the current work plan, how themes are ever changing, how workplan themes are decided and how the current plan is an external facing document.</p> <p>All members agree that HW needs an internal version with finer details; dates, measurements, achievements etc. SD talks about the Gantt chart is in progress. Members agree that with this internal workplan, they can put their names against projects and to share skills.</p> <p>MRP emphasises the importance of being able to measure performance. There were discussions around added value, core messaging and what measuring impact looks like (Theory of Change model Portsmouth work with) which is key to HW work.</p> <p>Discussions around type of feedback we receive, complex cases, budgets, projects etc.</p>	<p><b>AKC</b></p>

	<p>SD asks about a potential survey asking the local community what they think we should be focusing on as per HW Portsmouth &amp; HW IoW. Members agreed that this should come later after more local residents know who we are.</p> <p>AKC talks about the Cost of Living as a theme to watch.</p> <p>Discussions around not all local communities being heard; AW talked about his work in deprived areas in Reading which we want to replicate in Wokingham Borough.</p>	
<p><b>5.</b></p>	<p><b>Planning for Enter and View</b></p> <p>Discussions around the upcoming Enter and View, background and engagement.</p> <p>CTW gives feedback on the Enter and View survey she has been reviewing for GC. She advises to cut the down the survey further and to have one main focus rather than trying to put too much into the survey as results will be diluted.</p>	<p><b>GC</b></p>
<p><b>6.</b></p>	<p><b>Next steps, including upcoming meetings/events</b></p> <p>SD asked if any member would like to step forward as Chair as she does not wish the HW staff to be directing the Group. MRP said he can't commit until he knows what the Advisory Group work looks like.</p> <p>GB said he is happy to step in to organise and chair the next meeting.</p> <p>SD asked the Group about attending local Board meetings to represent HW Wokingham Borough and for backup to spread capacity. Group members need to know more information. AKC to send members a list of the external Board meetings.</p>	<p><b>GB</b></p> <p><b>AKC</b></p>

	<p>MRP suggested that a video message be made for meetings we can't attend so that it can be played in our absence but still get our message out. SA happy to help and will write a script.</p>	<p><b>SA/AKC</b></p>
<p><b>7.</b></p>	<p><b>AOB &amp; date of next meeting</b></p> <p>CTW suggested monthly meetings going forward with an option of online so everyone can learn together, get views and opinions from everyone etc.</p> <p>Members and staff suggested the next meeting could be; social working lunch, two hour meeting, half day meeting to review the work plan/Gantt chart.</p> <p>AKC will send out a Doodle Poll to all for March dates for next meeting.</p>	<p><b>SD/AKC</b></p>
<p><b>8.</b></p>	<p><b>Close</b></p>	