

Minutes Board Meeting

Date:	31 July 2018	Venue: Fire Station, Wokingham
Present:	Jim Stockley Tony Allen	Non-Executive Director (Chair) Non-Executive Director (Finance)
In attendance:	Nick Durman Heather Wyper	Development Officer Minute taker
Guests:	Tony Lloyd	Chair, Wokingham Area PPG; Lead Governor, Royal Berkshire Hospital (RBH); Neurological Alliance representative on CCG Long-Term Conditions Board
Apologies:	Nick Campbell-White Mark Sharman Nicola Strudley	Executive Director (CAB) Executive Director (Help & Care) Locality Manager

		Action by
1.	<u>Apologies, welcome and introductions</u> - Apologies as above.	
2.	<u>Minutes of last meeting held on 29 May 2018</u> - agreed & signed.	
3.	<u>Guest speaker: Tony Lloyd</u>	
a)	PPG matters: <ul style="list-style-type: none"> • Wokingham Medical Centre (WMC) - dismantling and replacement of PPG: NS had informed CQC who noted it in report. Mike Nicholls (former chair) had reported it to CCG, NHS England. TL had referred MN to the Patients Association. Unlikely to progress further - unless, TL suggested, HW Wokingham could interest HW England in developing or lobbying for national guidance for PPGs (e.g. governance, relationship with GP practice etc). • ND reported that WMC was continuing to generate a significant amount of negative feedback 	{NS}
b)	RBH update: <ul style="list-style-type: none"> i) Excellent CQC rating for hospital attributed to CEO Steve McManus who had focused on staff eg. communication, development etc. Positive feedback from staff. Trying improve staff retention. ii) Some concerns about maternity dept - CQC visit due soon. iii) Current financial performance good, on target. Finance Director retiring, replacement to start in New Year. iv) RBH seeking two new NEDs. v) Early stage planning for a medical school with University of Reading vi) Pathology - jointly-owned company with hospitals in Surrey. Initial difficulties although gradually improving. vii) RBH phlebotomy - TL had received negative feedback via survey. viii) RBH introducing major new system improvements to eliminate 	

	<p>paper, staff currently being trained. Will switch over on specific date (not shared).</p> <p>ix) Get It Right First Time (GIRFT): TL described this programme as a national review of clinical services followed by the development and implementation of nationally-set guidelines. He predicted GIRFT would be the main instigator of service improvement in future, with greater influence than the CQC.</p>	
c)	<p>Information-sharing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> RBH Members Day 8 Sept - open to public, keen to publicise. Theme: 'Digital Hospital' [see 3b(viii) above] <input type="checkbox"/> TL asked if HW Wok could share with him any intelligence on: <ul style="list-style-type: none"> • support after discharge e.g. rehabilitation • clinical procedures needing CCG permission (and consequences e.g. delays or refusals) e.g. inguinal hernia repair. • late arrival of clinical letters from RBH • podiatry/diabetic footcare <input type="checkbox"/> RBH magazine <i>Pulse</i>: being revamped, to include more human interest stories. HW Wok invited to contribute good news stories. <input type="checkbox"/> NS's <i>Wokingham Times</i> blog - TL asked to be on circulation list and he was invited to pass on stories/material. <input type="checkbox"/> TL asked whether HW Wokingham could share any contact information (and ask HW Reading) for support organisations for people with neurological conditions in Wokingham/across Berkshire. Neurological services don't have an up to date list. <input type="checkbox"/> Signposting information to note: Neurological Alliance have funding available for respite breaks for carers of people with neurological conditions e.g. dementia or stroke. <input type="checkbox"/> Young people - more feedback sought from young people about services in RBH area 	<p>{NS/ND}</p> <p>{NS/ND}</p> <p>{NS/ND}</p> <p>{NS/ND}</p> <p>{NS/ND}</p> <p>{NS } TL</p> <p>{NS/ND}</p> <p>NS/ND</p> <p>{NS/ND}</p>
4.	<p>Summer engagement- NS outlined activities including:</p> <ul style="list-style-type: none"> • community events at Wargrave and Twyford • Arborfield Green pop-up • library engagement with parents of children as part of the National Reading Challenge <p>TA gave a reminder that the next train station engagement dates should be planned (if/when contract confirmed).</p>	<p>NS/ND</p>
5.	<p>Workplan for next 3 months - The Board received and noted the list of suggested projects submitted by the staff team as follows:</p> <ul style="list-style-type: none"> • Revisit Prospect Park Hospital work • Revisit Carers' work • Revisit Extra Care work • Young People's Mental Health - modifying our app • Homelessness - how this group access services and escalate issues, and extent to which they are treated with dignity & respect • How organisations communicate with each other - putting a spotlight on the Hub: information/ communication/ coordination 	

	<ul style="list-style-type: none"> Community Research Funding re-launch with decisions by Xmas 2018 <p>It was agreed that no decision would be made until after the contract outcome was known [see item 6 below]. TA recommended that an away day, with the facilitator used previously, be arranged to discuss and agree the workplan. JS added that it should include EL and MS.</p>	NS
6.	Recommissioning update - JS reported that the tender outcome was still unknown, but expected within the next three weeks	
7.	<p>Updates from external meetings/forums</p> <p>a) Berkshire West ICS</p> <p>i) Communications & engagement - TL reported that Victoria Parker had been appointed Director of Communications & Engagement, jointly funded by Trust¹ and ICS. The group agreed that it was important to ensure a patient voice within ICS, and queried whether the ICS had a patient engagement strategy.</p> <p>ii) ICS Healthwatch post - it was noted that Samuel Dolton shared ICS worker across the three LHWs in the ICS area would start September 2018. He would provide a monthly activity report and the Board requested that he attend all HW Wokingham Board meetings.</p> <p>b) Volunteer transport/RBH - JS reported that Roger Kemp had had a further meeting with Sharon Herring (Director of Nursing) to explore the possibility of greater voluntary sector involvement in discharge support services.</p>	
8.	Finance - Q1 management accounts had not yet been received. It was noted that it had been necessary to pay the annual insurance premium, even though the tender outcome was as yet unknown, in order to ensure continued cover.	
9.	<p>Any other business</p> <p>Travel in Reading - TL reported that proposals had been made to restrict traffic movements in Reading (e.g. congestion charge). He suggested that the HOSC and WBC should be made aware, highlighting the potential impact on Wokingham Borough residents travelling to RBH and on volunteer drivers.</p>	NS/ JS/NC/RK to note
10.	<p>Dates of future meetings</p> <p>Tues 25 September - FORMAL - venue tbc</p> <p>Tues 30 October - INFORMAL</p>	All to note ND to arrange venue

Agreed & signed:Chairman

Date:

¹Royal Berkshire NHS FoundationTrust