

**Paper 1: Healthwatch Rutland Board Meeting Minutes**

**12<sup>th</sup> July 2018**

**Rutland Community Hub, Lands' End Way, Oakham. LE15 6RB**

**Present:**

Healthwatch Rutland (HWR) Board	Will Pope, Chair (WP) Kirsteen McVeigh (KM) Janet Underwood (JU)
In attendance from HWR	Tracey Allan-Jones (TA-J)
In attendance from Connected Together	Kate Holt (KH)
Healthwatch Rutland volunteers	Jacqui Darlington (JD) Margaret Demaine (MD) Christine Spark (CS)
Members of the public	Peter Nancarrow Gordon Brown Angela Saunders Jennifer Fenelon

**Apologies:** Caroline Spark, Karen Kibblewhite

Item No.	Item	Action
1.	<b>Welcome and introductions:</b> The Chair welcomed Board Members, volunteers and members of the public.	
2.	<b>Declarations of Interest:</b> Christine Spark advised the meeting that she is the mother of Caroline Spark.	
3.	<b>Minutes of previous meeting:</b> None, this was the first meeting under the new contract.	
4.	<b>Presentation on the proposed closure of Ketton Branch Surgery</b>  The Chair welcomed Gordon Brown and also Peter Nancarrow, a resident of Ketton, who presented a case for requesting a moratorium on the closure of the surgery.  During the presentation and subsequent discussion the following points were noted:	

	<p>Ketton population is approximately 3000 people.</p> <p>Of the 3000 Ketton residents, only 285 people are registered at Ketton branch surgery (approximately 9.5%).</p> <p>Distance between Ketton and Uppingham is 9 miles.</p> <p>Uppingham Surgery runs the dispensary service at Ketton.</p> <p>The lease on the building that houses the branch surgery is owned by Rutland County Council and expired last year, renewing on a rolling basis thereafter. Gordon Brown noted RCC's past investment in the facility.</p> <p>The incumbent GP, Dr Sadler, tendered her resignation in June and is moving elsewhere.</p> <p>The board agreed that HWR would request to view the impact assessments and results of the public survey in advance of the Clinical Commissioning Groups' (CCG) Primary Care Commissioning Committee (PCCC) meeting in August. The board would then agree its response and input to the PCCC meeting and nominate a board member to attend the meeting.</p> <p>4.1 KH would contact Tim Sacks to request survey results and impact assessments.</p> <p>4.2 Gordon Brown would supply his analysis of the Uppingham surgery's business case for the board's information.</p> <p>4.3 To be circulated by TA-J.</p> <p>The Chair thanked Gordon Brown and Peter Nancarrow for their time and commitment in attending the meeting and presenting to the HWR Board, which had been most helpful and illuminating.</p>	<p>KH</p> <p>GB</p> <p>TA-J</p>
5.	<p><b>Appointment of new board member and vice chair</b></p> <p>Jacqui Darlington was invited to join the Healthwatch Rutland Board, proposed by Janet Underwood and seconded by Kirsteen McVeigh, which was unanimously agreed.</p> <p>Christine Spark withdrew from the room when it was clear that a proposal had been made to appoint Caroline Spark as vice chair.</p> <p>After discussion and owing to Caroline's absence, it was resolved to defer the discussion of the Vice Chair until the next meeting of the board.</p> <p>Christine Spark re-joined the meeting.</p>	

6.	<p><b>Healthwatch Rutland (HWR) Terms of Reference</b></p> <p>It was resolved to adopt the draft Terms of Reference (TOR) as a working document, which would be further reviewed at the September board meeting.</p> <p>6.1 KH would check the HWR contract to ascertain whether constituting a board is a contractual requirement, and if so, what are the obligations for election and tenure of the board members.</p> <p>6.2 Section 5 of the TOR would then be suitably amended, and re-presented to the Board for consideration.</p>	<p>KH</p> <p>TA-J</p>
7.	<p><b>Healthwatch Rutland (HWR) Strategy</b></p> <p>It was resolved to adopt the 3 year strategy as a working draft with just one amendment (as below), and to refresh the strategy in February 2019 for the following two years.</p> <p>7.1 The reference to ‘Investors in Volunteers’ in section 5 would be removed, as HWR now had this accreditation through CT CIC.</p>	<p>TA-J</p>
8.	<p><b>General updates</b></p> <p>JU updated the meeting on the Sustainability and Transformation Plan (STP) event that had been held by De Montfort University on 15/6/18, which had concentrated heavily on frailty issues. The definitive STP ‘blueprint’ had been deferred and consultation would not now start until 2019. Instead a “Next Steps” positioning statement is expected at the end of July to rebrand the STP as Better Care Together and give a shorter term overview of the strategic direction that would respond to the public’s feedback on the original proposals from the draft STP of 2016.</p> <p>KH gave an update on the July Integration Executive Group meeting where it had been agreed to hold off publishing the draft HWR Long Term Conditions report in order to conduct further analysis on the source interview raw data.</p> <p>KH gave an update on the Adults and Health Scrutiny Board meeting where a presentation on Healthwatch Rutland had been given. The NHS 111 service had been discussed and the results of a HWR Quick Poll on the service would be sent to the AHSC board for information.</p> <p>TA-J submitted a written update on the development and recent activities of HWR (attached) and no questions were raised.</p> <p>KH gave an update on CTCIC, explaining that Esther Stimpson would be working on HWR projects such as Armed Forces survey, setting up</p>	

	<p>Young Healthwatch Rutland and looking into Rutland people's use of Maternity Services. Esther's 2 day per week secondment would be extended to 3 days per week if RCC agreed to help fund the Armed Forces project.</p>	
9.	<p><b>End of Life project discussion</b></p> <p>The board received an update from JU who had previously circulated a report on the end-of-life services available in Rutland. It identified that there was no key organisation that could advise on a cohesive pathway for patients and their families. It was resolved that a speaker would be invited to a future meeting to inform the board's decision on how to progress.</p>	TA-J
10.	<p><b>Annual report and annual meeting</b></p> <p>The 2017-18 Annual Report had been received from the previous contract-holder, (now re-named "Rutland First CIC"), and circulated previously. It had been published on the Healthwatch Rutland website.</p> <p>It was resolved that the Annual Meeting, booked for the afternoon of the 19<sup>th</sup> September in the Gover Centre conference room, would be a small, focussed meeting, followed by a board meeting in public, and that Rutland First CIC would be invited to present their 2017-18 Annual Report.</p>	TA-J WP
11.	<p><b>Any other Business</b></p> <p>Christine Spark supplied a brochure from Action on Hearing Loss that could be kept in the office for use with any signposting enquiries about assistance products (it has been subsequently discovered that the products are now available online rather than from magazine mail order). Christine also supplied a pricelist for assistance products for the visually impaired.</p> <p>JU reported on the recent approval (10/7/18) by East Leicestershire and Rutland Clinical Commissioning Group (CCG) of a Full Business Case (FBC) to relocate the Leicester General Hospital's Level 3 Intensive Care Unit (ICU) to the Glenfield hospital. Concern had been raised by the Leicester Mercury Patients' Panel that the decision had been taken without public consultation, and that there were clinical concerns over relocating Level 3 ICU without other nephrology and renal transplant services that were currently co-located.</p> <p>The Board would debate next steps by email and bring back any</p>	

	<p>resulting action plan to the next board meeting.</p> <p>11.1 TA-J would check what input Healthwatch Leicester and Leicestershire (HWLL) have had on this matter (as being directly in their patch, we would normally expect HWLL to be leading in the matter), and whether the Full Business Case had been approved by Leicester City and West Leicestershire CCGs.</p>	<p>TA-J</p>
	<p><b>Date of next meeting:</b></p> <p>It was agreed that an August board meeting would be organised if suitable dates could be found for a quorate meeting, and provided there was urgent business to progress. Discussion on meeting dates going forward was deferred until the next meeting</p> <p>The next meeting currently in the calendar is 19<sup>th</sup> September 2018 on the afternoon of the Annual Meeting.</p>	

Signed as being a true record of the meeting:

Will Pope, Chair Healthwatch Rutland

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Dated:

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