Advisory Group Minutes
24 April 2019, 10.30 am – 12.30 pm, Room 3 Sanford House

Present:

Sam Baker
Carol Willis
Stuart Ilbury

		Action
1	**Welcome:** Carol explained the new structure of the Advisory group. For various reason Steve and Harry were not available today. It was agreed that no decisions would be made at the meeting. The three of us would make recommendations and forward to Steve and Harry to agree. It would usually be two Healthwatch staff (Sam and Carol. Two volunteers (Steve and Harry) and a member from the Tenants Group at Sanford House (Stuart). As we work on projects with various partners, throughout the year we would invite interested parties along. The meeting is also open to the public to be viewed. Any questions to be submitted prior to the meeting.	**Carol to send to Harry and Steve**
2	**Minutes from the meeting 28 November 2018.** We went through the action points raised at the meeting, all had been addressed apart from one regarding the Kings Fund and volunteers. Sam would take this up with Jo.	**Sam**
3	**Terms of Reference Review, Update and Agree** A couple of minor amendments were made to the Terms of Reference. All those present agreed. These will be sent to Harry and Steve to read and agree.	**Carol, Steve & Harry**
4	**Projects update** It was agreed that we would review the projects at each Advisory Group Meeting and have no more than five running at any one time. • **Age UK Wiltshire and Polish Catholic Mission surveys -** These two projects are now complete, reports are published on the Healthwatch website.	

- **First City Nursing interviews** - The current project has been finished. First City have produced a report. There may be some further work from First City.

- **SAM -** carrying out Enter and Views from a Learning Disability perspective. The final E&V's are being carried out this month and a report produced to be presented at the LD Partnership Board on 21st May and Primary Care Operational Group on 5th June. Total E&V's carried out include 1 x pilot at Sanford House, 6 x GP surgeries and 2 x dentists. There is a Big Lottery application in to continue this project. If this is not successful we will look elsewhere for funding.

- **NHS Long Term Plan -** The NHS Long Term Plan is generating a lot of work for Swindon. Swindon is the lead for the STP area of Swindon, Wiltshire and B&NES. Each area is tasked with collecting 250 surveys and holding at least 2 focus groups. Swindon will then carry out the data analysis and produce a report for Healthwatch England. This will take up most of our time during March, April, May and June. The STP priorities have been agreed as Ageing Well/Frailty and Primary Care Networks. The group agreed that it was sensible to continue with these priorities for the year.

There is also likely to be two more projects coming from Swindon Borough Council. One regarding Direct Payments and one for Health and Care via Joy Kennard.

5 Community Pot (£2000)

We will carry this forward for now. There are some different issues being raised. Stuart mentioned that the hospital are looking for feedback from carers and will put me in contact with Rachael at the hospital to arrange a meeting. Sam has also bumped into someone from the Nepalese Association, so it may be possible to do a project with them. We also need to ensure that these tie in with our annual priorities.

6 Quarterly Report

We looked at the Q4 report. There were no comments other than the colours on the pie charts are too similar and sometimes hard to distinguish between. Also that any acronyms should be spelt out in full.

Carol to feedback to Vanessa

7 Enter and View

We considered the feedback from the volunteer meeting and decided that we would carry out E&V's at:

Phoenix (this is one that hasn't been looked at in the IMH hub).

Sam to arrange E&V's with the volunteers

Ashington House (following feedback that there is no private room to discuss issues at receptions and that the room is being used for storage).

There will also be a follow-up at Moredon, by the same team that carried out the E&V in January.

8 Next Meeting

Wednesday 7 August 2019, 10.30 am to 12.30 pm at Sanford House, Room 3. (This has been changed from the July date, Carol in on leave).