

# MINUTES

## North East Essex Health Forum Committee (HFC)



Wednesday 4<sup>th</sup> January 2017  
2.30 pm to 4.30 pm

Sams Hall, CVST, Rosemary Road, Clacton on Sea, CO15 1NZ

### Present:

Ray Hardisty (Chair)	RH	Chair, Colchester Representative (Elected)
Marjorie Appleyard	MEA	End of Life Representative
Jackie Fairweather	JF	Colchester Community Voluntary Service Representative
Don Manhire	DM	Vice-Chair, Colchester Representative (Elected), Ambulance & System Resilience Operational Group (SROG) Representative
Brian Mckeown	JBM	Tendring (exc. Harwich) Representative (Elected)
Emma Sarson	ES	Tendring (exc. Harwich) Representative (Elected), Maternity Voices Representative
Karen Whitaker	KW	Healthwatch Essex Representative

### In Attendance:

Paula Martin	PM	Patient Engagement Officer, North East Essex Clinical Commissioning Group (Minutes)
Simon Morgan	SM	Head of Communications & Public Involvement, NEE CCG

Item		Action
781.0	<p><b>Apologies:</b> Apologies were received from Maura Broad (Colchester Rep. (Elected), TDC Rep. &amp; F&amp;P Deputy Rep., Paul Kitson (NEE CCG Complaints Manager), Myrna Liles (Tendring (exc. Harwich Rep. (Elected), Hannah Madsen (Young Persons' Rep.), Liz Norton (Carers' Rep.), Robin Rennie (RCPB Rep. &amp; CHUFT Governor), Jo Roosenbeek (Maternity Voices Joint Rep.), Kim Simmons (CCVS Rep.), Mark Tatham (RCPB Rep.), and Ann Watson (Harwich Rep. (Elected) &amp; NEE CCG Board Rep.).</p>	
782.0	<p><b>Declarations of Interest:</b> The Chair drew attention to the document that had been circulated and PM reported that she had also received HM's Declaration of Interests which would be added. The Chair handed some further changes to his Declaration to PM. PM to make the necessary amendments and recirculate.</p>	PM
783.0	<p><b>Minutes of Meeting held on Wednesday 7<sup>th</sup> December 2016:</b> DM noted that his name had been omitted from the apologies and asked that it be added. The Chair requested that the word "Secretary" be changed to "Joint Chair" in the second paragraph of item 765.0.  Pending these changes the minutes were agreed as a true and accurate record of the meeting.</p>	PM
784.0	<p><b>Actions from Previous Meetings:</b> The following actions were updated and closed:</p> <p><u>Hannah Madsen:</u> PM reported that HM had now forwarded her Declaration of Interests and also a biography which PM had forwarded to HFC members.</p> <p><u>Paula Martin:</u> <i>Item 772.2.1 Health Forum member proposal that emergency care lines be run by NHS 111:</i> PM reported that she had written to the councils as requested and was waiting for further replies.</p> <p><i>Item 776.10 Sustainability &amp; Transformation Plan (STP) &amp; Urgent Care:</i> PM reported that the information had now been sent out to the Health Forum membership.</p> <p>The following action is still outstanding: <u>Myrna Liles:</u> <i>Item 765.0: Send a brief biography to PM.</i> PM will resend this to ML.</p>	



	All other actions have been closed.	<b>PM</b>
<b>785.0</b>	<b>Matters Arising:</b> There were no matters raised.	
<b>786.0</b> <b>786.1</b>	<b>Special Items:</b> <b>HFC Action Plan:</b> The Chair drew attention to the report previously circulated. DM asked for clarification regarding Non-Executive Directors. The Chair explained that there were four of these on the NEE CCG Board. DM then asked whether there had been any contact with the Lay member for patient involvement. The Chair replied that she had attended one HFC meeting in the past.  Referring to Forum Focus, JBM asked why this had been suspended. The Chair replied that this had been due to time constraints. MEA asked when publication would be restarted. The Chair replied that this would be as soon as possible. The Committee approved that the Action Plan become a standing item on HFC agendas.	
<b>786.2</b>	<b>HFC Annual General Meeting (AGM):</b> Referring to the Chair's report on this item, DM stated that he had not indicated whether or not he would be willing to continue as Vice-Chair and asked when he needed to decide by. PM replied that ideally, this would be before the next HFC meeting on 1 <sup>st</sup> February 2016 when the AGM would be held.  SM asked whether AW was acting as a temporary representative to the NEE CCG Board. The Chair replied that she was until after the AGM, however she was now a fully elected representative for the Harwich area.	
<b>787.0</b> <b>787.1</b> <b>787.1.1</b>	<b>Issues Raised by Patients, Public, Carers &amp; PPGs:</b> <b>Issues Raised with HFC Members:</b> <b>Late Night Mental Health Café:</b> The Chair drew attention to the report previously circulated. DM felt that the proposal for such a café was a good one and very beneficial in a number of ways. It was agreed that PM should check when, if such a scheme was to be implemented, it would be up and running.	<b>PM</b>
<b>787.1.2</b>	<b>Harwich Maternity Unit Closure:</b> The Chair drew attention to the report previously circulated. DM commented that the rationale behind the closure seemed to be that there were still equivalent facilities for women to give birth and asked whether it was an economic measure. The Chair replied that the unit at Harwich was underused and therefore there would be a cost saving. There were alternatives available to women in Harwich, such as home births, the maternity unit at Clacton or the Juno suite at Colchester Hospital. The Chair mentioned that he, PM and AW had met with staff from Colchester Hospital and had made the point that the public engagement had been carried out the wrong way round, i.e. the public should have been informed of the possibility of closure before the decision had been taken and not after.  DM commented that it was another example of Tendring losing out to Colchester. JBM felt that GPs in Tendring often recommended that women gave birth at Colchester Hospital rather than at the maternity units.	
<b>787.1.3</b>	<b>Ear Syringing:</b> The Chair drew attention to the updated report that had been circulated. This was noted.	
<b>787.2</b> <b>787.2.1</b>	<b>Issues Raised by PPGs:</b> <b>Building Better Partnerships:</b> The Chair drew attention to the article that had been circulated. He stated that he felt some PPGs may find this useful as it showed the benefits to a GP surgery in having a PPG. ES asked who funded PPGs. The Chair replied that NHS England had done so initially but this was not on-going and funding was therefore down to the individual practice.	
<b>787.2.2</b>	<b>Community Pharmacies:</b> The Chair drew attention to the report he had circulated and explained that this was an on-going national review. DM asked whether there would be a definite idea of which pharmacies would be closing. The Chair replied that this depended on each pharmacy and it was a case of watching and waiting. If funding was withdrawn then each pharmacy would have to decide	



<p><b>787.2.3</b></p> <p><b>787.2.4</b></p> <p><b>787.3</b> <b>787.3.1</b></p>	<p>whether or not to continue. The Chair also mentioned that although there were lists of community pharmacies available on line these were not categorised in any form so it was extremely difficult to find out information at a local level.</p> <p><b>PPG Liaison Meetings:</b> The Chair drew attention to the agendas for these meetings which will be held on 16<sup>th</sup> January 2017 in Colchester and 18<sup>th</sup> January 2017 in Tendring.</p> <p><b>CHUFT Governors Contact Details:</b> As RR was not present this item was deferred until the February 2017 meeting.</p> <p><b>Word on the Street:</b> <b>New Issues:</b> The new issues were discussed and PM was asked to pass them on to the relevant NEE CCG committees as appropriate.</p>	<p><b>PM</b></p>
<p><b>788.0</b> <b>788.1</b></p> <p><b>788.2</b></p>	<p><b>Update from CVST &amp; CVSS:</b> <b>CCVS:</b> JF tendered apologies from KS and stated that she would send in a written report for circulation to HFC members not present today.</p> <p>She then went on to explain that she was the lead at the CCVS for My Social Prescription and, although most of the CCVS work was based in and around Colchester, My Social Prescription extended out to Tendring with a presence in Clacton Library each Thursday. It was also in Clacton Coastal Academy and Jaywick Community Centre. Winter Warmth road shows were being held and the next would be on 19<sup>th</sup> January 2017. The CCVS had attended a speed networking event recently which aimed to link up various community services and organisations.</p> <p>JF reported that KS was continuing her role as a volunteer co-ordinator at Colchester Hospital and 14 new volunteers had been recruited in December 2016. Returning to My Social Prescription, JF reported that lots of contact had been made with various PPGs regarding delivery of the scheme. Joint working was also underway with Dementia Action Alliance, as well as a scheme to deliver English language classes for individuals who did not speak English as their first language.</p> <p>DM asked for more details about the Home from Hospital scheme. JF replied that KS was still working on this and she did not have further details at present. However, essentially, the scheme would provide a befriending service for patients discharged from hospital without a family or friends support network to assist them. However, it was still being planned and details, such as length of time the service would be available to a discharged patient, were still to be decided. The service would be manned by volunteers who would be vetted and trained by the CCVS and would all be DBS checked.</p> <p><b>CVST:</b> The Chair reported that the previous representative had now left the CVST and they had not yet found a replacement.</p>	
<p><b>789.0</b> <b>789.1</b></p> <p><b>789.2</b></p>	<p><b>Local Health Matters Meetings:</b> <b>December 2016:</b> The Chair drew attention to the minutes and thanked LN for chairing the Tendring (Harwich) meeting as AW was unable to due to ill health.</p> <p><b>January 2017:</b> The Chair drew attention to the agendas previously circulated.</p>	
<p><b>790.0</b> <b>790.1</b></p>	<p><b>Outreach and Engagement:</b> <b>Out and About:</b> The Chair drew attention to his report and stated that as MB was currently unwell any members that could attend any of the Urgent Care engagement events would be most welcome and, if possible, they should liaise with the NEE CCG Communications Team beforehand.</p>	
<p><b>791.0</b> <b>791.1</b></p>	<p><b>Health Forum Specific Issues:</b> <b>2017 Elections:</b> The Chair reported that the process was on-going. (SM left the meeting at this point). PM reported that, to date, 52 ballot papers had been returned for the Colchester locality (the only</p>	



	one in which a vote was taking place).	
791.2	<p><b>Half-Yearly Report:</b> The Chair drew attention to the report and stated that this would form part of the next report to the NEE CCG Board if the HFC approved. The Committee gave their approval.</p>	
791.3	<p><b>Patient Representatives:</b> The Chair drew attention to the report and the Committee approved the suggestions made.</p> <p>PM will contact ML to confirm that she will take over the role as representative to the Transformation &amp; Delivery Committee and Deputy Representative to the NEE CCG Board, as soon as RH as contacted MB to inform her of the changes.</p> <p>The Chair will draft a further letter to Health Forum members requesting volunteers for the role of representative to the Finance &amp; Performance Committee. (SM re-joined the meeting at this point.)</p>	<p>PM/RH</p> <p>RH</p>
792.0	<p><b>Healthwatch:</b> The Chair drew attention to the report which was noted.</p>	
793.0 793.1	<p><b>NEE CCG Committees with Health Forum Representatives:</b> <b>Ambulance Service:</b> The Chair drew attention to the report submitted by DM. DM re-iterated previous comments made by him, relating to the fact that the data changes but the situation does not seem to alter much month to month. MEA reported that she had heard compliments from a patient who had been attended by an ambulance following a stroke and could not praise them highly enough. PM will pass this comment on.</p>	PM
793.2	<p><b>NEE CCG Board:</b> The Chair drew attention to his report previously circulated. He explained that he had attended the last Board meeting and had written the report as AW was unwell at present. He reminded the Committee that Board papers could be found on the NEE CCG website if they wished to read about any item mentioned in more depth. SM commented that the mental health strategy, referred to, encompassed the whole of Essex. KW felt that this was at odds with the area covered by the Sustainability &amp; Transformation Plan. DM asked whether the Board papers contained anything relating to efficiency savings that the Chair felt the Committee should be made aware of. The Chair replied, not to his knowledge.</p>	
793.2.1	<p><b>Topics for January 2017 Board Meeting:</b> The Committee approved the suggested topics and agreed that RH should write the report as AW was unwell at present.</p>	RH
793.3	<p><b>Maternity Voices:</b> ES apologised for the lack of a written report but stated that Maternity Voices had been very active over the last few months, commencing with the group's re-launch in Colchester Castle Park in the summer and an on-line survey. ES reported that she and JR had worked through all the responses received and the data had been shown to other service users and maternity staff at various events to ascertain where areas for improvement were. Three areas had been found; faster discharge from hospital after giving birth, better breastfeeding support whilst in hospital and better continuity of care enabling women to mainly see the same midwife throughout their ante-natal, birth and post-natal care. ES commented that these three areas were in line with the national better births campaign.</p> <p>She then went on to report that she had been invited to present the data to the Royal College of Midwives in December 2016. Maternity Voices was also involved with Sheffield University in devising a co-design project to encourage service users to design future changes. ES mentioned that four service users were prepared to become more involved with Maternity Voices and would be forming a patient led sub-group to discuss changes.</p>	
793.4	<p><b>End of Life:</b> MEA reported that the next meeting would be held on 24<sup>th</sup> January 2017. Referring to the minutes of the 20<sup>th</sup> December End of Life meeting, MEA reported that the End of Life Programme Board would be reforming and re-named the Sustainability &amp; Transformation Plan End of Life Strategy Group. It would comprise representatives from across North East Essex health and social care as well as patient representatives.</p>	



793.5	<p><b>Finance &amp; Performance:</b> There was no report.</p>	
793.6	<p><b>Quality:</b> PM reported that LN would be attending the next meeting on 5<sup>th</sup> January 2017 as SRJ was unable to and she had been unable to contact DB, who is the deputy representative for the Quality Committee.</p>	
793.7	<p><b>Transformation &amp; Delivery Committee:</b> PM reported that the last meeting had been cancelled and there was therefore nothing to report.</p>	
793.8	<p><b>System Resilience Operational Group (SROG) (formerly Urgent Care):</b> The Chair drew attention to DM's report. DM reported that the next meeting of the committee was scheduled for 6<sup>th</sup> January 2017 and he was still unclear what, exactly, resilient communities were. SM replied that they were communities that looked after themselves as much as possible and assisted others in doing so as well.</p>	
793.9	<p><b>Resilient Communities Programme Board (RCPB):</b> There was nothing to report.</p>	
793.10	<p><b>PALS:</b> PM reported that PK had apologised for the lack of report this month and stated that he would be producing one for the next meeting.</p> <p>The Chair decided to take the next two agenda items together.</p>	
793.11	<p><b>Sustainability &amp; Transformation Plan (STP) &amp; Urgent Care:</b> The Chair reported that two Task and Finish groups had been set up; one for each item. The STP group had met for the first time this morning and a report would be produced for the next HFC meeting. The Urgent Care group will hold its inaugural meeting on 9<sup>th</sup> January 2017 at Aspen House in Colchester. He then stated that if anyone else wanted to be involved with either group they should let PM know.</p> <p>The Chair reminded the Committee that, at the last meeting, it had been agreed to open up the membership of these groups to the wider Health Forum membership and PPG Liaison groups. This had resulted in three additional people joining the groups.</p>	
793.12	<p><b>Neurology:</b> The Chair drew attention to the report previously circulated for information. He stressed that he hoped in the future, it would be possible to ensure that the Committee received feedback more formally on things such as the neurology engagement events.</p>	
793.13	<p><b>Operational Plan:</b> The Chair drew attention to the report he had circulated previously and asked the Committee to approve the setting up of a monitoring group to comment and feedback on the Operational Plan. The Committee duly approved this and PM will email the members with details of meetings.</p>	PM
793.14	<p><b>Ophthalmology Network:</b> The Chair reported that talks were continuing with Anglian Community Enterprise (ACE) regarding the re-commencement of this group. ACE had been reluctant to continue running the group but, as it was a contractual obligation, were going to have to take over the administration and organisation.</p>	
794.0	<p><b>NEE CCG &amp; CHUFT Press Releases:</b> All press releases were noted.</p> <p>In regard to the Vision Training Clinic, DM asked whether existing services would be able to cope with any extra patients. The Chair replied that he had spoken with various organisations regarding this and had not heard anything that would indicate that it would be problematic. SM confirmed that the health aspects provided by the service were readily available elsewhere.</p>	



795.0	<b>Reports from Outside Organisations:</b>	RH
795.1	<b>NICE Engagement for Public Involvement:</b> The Chair drew attention to the report and stressed that if any members wished to be involved then expenses would not be covered by the NEE CCG and would have to be sought from NICE.	
795.2	<b>CHUFT Patient Survey:</b> The Chair drew attention to the report and stated that the data was a little old, but RR had only been able to obtain it in December 2016. Hopefully next year's report would be able to be presented to the Committee earlier in the year.	
795.3	<b>Dementia Patients &amp; Carers Survey:</b> The Chair drew attention to the information circulated.	
795.4	<b>CHUFT Patient User Group:</b> The Chair drew attention to his report and stated that he would report back after the first meeting and would also liaise with MB LN and SRJ about participating. (SM left the meeting at this point.)	
795.5	<b>The Patients Association – Nutrition Checklist:</b> The Chair drew attention to the report circulated for information.	
795.6	<b>The Patients Association – Pharmacies in GP Practices:</b> The Chair drew attention to the report circulated for information.	
795.7	<b>Essex County Council – Pimp My Zimmer Frame:</b> The Chair drew attention to the press release circulated for information.	
795.8	<b>Tendring Mental Health Support – Big Lottery Grant for New Health &amp; Wellbeing Service:</b> The Chair drew attention to the information sheet. JBM asked how the use of the funding could be measured. The Chair replied that he was reporting this for information only and the Health Forum was not involved therefore could not measure how the money was used. KW stated that there were strict criteria around use of lottery money.	
795.9	<b>NEPFT – Full Business Case for Merger:</b> This was presented for information only. KW felt that the merger did not fit in with the Sustainability & Transformation Plan for North East Essex it also included South Suffolk, making commissioning with a whole Essex mental health trust apparently problematic.	
795.10	<b>Essex Urology Cancer Service Consultation:</b> The Chair drew attention to the report presented for information only.	
795.11	<b>Department of Health Sepsis Campaign:</b> PM reported that she had posters, leaflets and the on-line links available for anyone who wanted them.	
795.12	<b>CQC Workforce Ruling for NEPFT:</b> The Chair drew attention to the report circulated for information.	
795.13	<b>CHUFT Ophthalmology Awards:</b> The Chair drew attention to the report circulated for information.	
795.14	<b>Public Health England – One You Programme:</b> Referring to the Chair's report, PM stated that she had followed the links to try to obtain literature on the programme but they had simply taken her to the quiz.	
795.15	<b>RCGP Warning of Winter Problems:</b> The Chair drew attention to the report and stated that he would raise it at the PPG Liaison meetings.	
796.0	<b>Any Other Business:</b> The Chair updated the Committee on the situation at East Lynne surgery following an email to JBM from the East Lynne admin team. This update will also be given to the Tendring PPG	



	<p>Liaison Group at their meeting on 18<sup>th</sup> January 2017.</p> <p>JF reported that she had recently seen a television advertisement for a service called Push Doctor. The Chair stated that he would investigate this and report back at a future meeting.</p> <p>There were no other matters raised.</p> <p>The Chair thanked everyone for attending and closed the meeting.</p>	<p><b>RH</b></p>
<p><b>797.0</b></p>	<p><b>Date of Next Meeting:</b>  Wednesday 1<sup>st</sup> February 2017  1.30pm to 3.30pm  Ash Meeting Room, Aspen House, Stephenson Road, Severalls Business Park, Colchester, CO4 9QR.</p>	

