

MINUTES

North East Essex Health Forum Committee (HFC)

Wednesday 6th September 2017

1.30 pm to 3.30 pm

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

Present:

Ray Hardisty (Chair)	RH	Chair, Colchester Representative (Elected)
Marjorie Appleyard	MA	End of Life Representative
Celia Crossley	CC	Finance & Performance Representative
Julie Hocken	JH	Carers Representative (Elected)
Bonnie Jarmain	BJ	CVST Representative
Myrna Liles	ML	Tendring (exc. Harwich) Representative (Elected), Transformation & Delivery Committee (TDC) Representative, North East Essex Clinical Commissioning Group (NEE CCG) Board Representative (Deputy)
Brian Mckeown	JBM	Tendring (exc. Harwich) Representative (Elected)
Patricia Paxon	PP	End of Life Representative (Deputy)
Su Rhys Jones	SRJ	Colchester Representative (Elected) & Quality Committee Representative
Ann Watson	AW	Harwich Representative (Elected), North East Essex Clinical Commissioning Group (NEE CCG) Board Representative

In Attendance:

Paul Kitson	PK	Complaints Manager, North East Essex Clinical Commissioning Group (NEECCG)
Paula Martin	PM	Patient Engagement Officer, North East Essex Clinical Commissioning Group (NEECCG)

Item		Action
919.0	<p>Welcome & Apologies: The Chair welcomed everyone to the meeting and noted that it was quorate.</p> <p>Apologies were received from: Yaa Dankwa Ampadu-Sackey (Outreach Rep. & Primary Care Operational Group Rep.), Robin Rennie (Strengthening Communities Network Rep.), Jo Roosenbeek (Maternity Voices Joint Representative), Emma Sarson (Tendring (exc. Harwich) Rep. (Elected) & Maternity Voices Joint Rep.), Kim Simmons (Community 360 Rep.) & Mark Tatham.</p>	
920.0	<p>Declarations of Interest: The Chair drew attention to the amended document and MEA asked that her D of I be amended to read "Age Concern/CVST".</p>	PM
921.0	<p>Minutes of Meeting held on Wednesday 2nd August 2017: The minutes were agreed as a true and accurate record of the meeting.</p>	
922.0	<p>Matters Arising: There were no matters raised.</p>	
923.0	<p>Actions from Previous Meetings: The Chair reported that his actions relating to outreach, with the exception of the provision of carers leaflets, were still on-going.</p> <p>Regarding ML's action referring to her outstanding action from a recent TDC meeting, it was agreed that any issues the HFC felt she needed to raise at TDC would be compiled into a report and forwarded to her by PM in the future. This action was then closed. All other actions were closed.</p>	

<p>926.0 926.1</p>	<p>PPG Matters: Self-Care Week 2017: The Chair drew attention to a document previously circulated. He reported that he had forwarded more information to the Communications Team who had arranged a planning meeting to discuss Self-Care week. The Chair had been invited to attend this meeting and he had also extended the information to the outreach team.</p>	
<p>926.2</p> <p>962.3</p>	<p>Meeting with North Essex Practice Managers & Active PPGs: The Chair reported that this meeting would be held on 14th September 2017 at 2.30pm. He explained that this had been suggested by YDAS in order to present on what an active PPG should look like and how surgeries could support their PPGs. YDAS will accompany the Chair to the meeting.</p> <p>SRJ felt that support for PPGs by some surgeries was lacking and there followed some discussion on whether surgeries and PPGs were working well together. The Chair commented that he hoped the meeting on 14th September would help to improve things.</p> <p>There was also some discussion on the proposal of tea parties being held, following the success of such events at Creffield Road. PM informed the meeting that there had been a detailed presentation on this at a previous Colchester PPG Liaison meeting. She will forward the minutes to the Committee.</p> <p>CC suggested that surgeries that did not support their PPGs and actively advertise them could be in breach of their contract. The Chair did not think this would be the case but PM will investigate.</p> <p>Regarding GP alliances, JBM reported that there had been a recent meeting of the Clacton GP Alliance and, from October 2017, ACE had agreed to run a Saturday surgery at Clacton Hospital for patients from the Clacton Alliance surgeries. This will be by appointment only and will run from 8am to 1pm. There were no details on how long this would continue for.</p> <p>Community Pharmacies: This is an additional item to the agenda. JBM reported that local pharmacies would have to make adjustments due to the withdrawal of Government funding. One will only be opening until 6pm instead of 8pm and the other two had indicated that they would not be able to take on more staff and would also have to look at shorter opening hours. The Chair asked that PM compile a brief report on this and add to the PPG Liaison agendas for October 2017.</p>	<p>PM</p> <p>PM</p> <p>PM</p>
<p>963.0 963.1</p> <p>963.2</p>	<p>Update from Community 360 & CVST: Community 360: The Chair drew attention to the tabled report. There were no further comments.</p> <p>CVST: The Chair referred to the report previously circulated which was taken as read.</p>	<p>PM</p>
<p>964.0 964.1</p> <p>964.2</p> <p>964.3</p>	<p>Local Health Matters Meetings: August 2017 Meetings: The Chair drew attention to both sets of minutes which had been circulated prior to the meeting. He also asked the Committee to note the poor attendance again at Harwich.</p> <p>September 2017 Meetings: The Chair drew attention to the agendas and stated that the item on Foster Caring at Clacton would not be taking place. He also had yet to confirm a speaker at Colchester on the launch of Colchester Citizens UK.</p> <p>The Chair then suggested that JBM try to obtain a speaker from ACE to come along to the Tendring meeting to speak about the proposed Saturday surgery mentioned earlier in the meeting.</p> <p>2018 Venues & Times: PM reported that, due the poor attendance at Harwich, the October 2017 meeting would be the last unless numbers at that meeting were significantly higher. She went on to say that she was looking at alternative venues, possibly in Manningtree, but was have difficulty in finding one that could provide all the necessary elements at low cost. She asked for venue suggestions to be sent in to her and reported that AW had already made some suggestions which she will look into. There was also some discussion about the current Colchester</p>	

	<p>venue, as a request to move it to a more town centre location had been received. However, the Committee felt that the current location was very satisfactory and did not wish to change it for 2018. It was also agreed to keep the time of Local Health Matters meetings as 2pm to 4pm.</p> <p>CC suggested that thought be given to recording and streaming meetings as a way of increasing engagement. Although there could be some information governance issues surrounding this, it was agreed that PM should investigate the possibility and PK suggested she approach the Communications Team for their thoughts on the matter.</p>	PM
965.0 965.1	<p>Outreach and Engagement: Out and About: The Chair drew attention to his report and asked for suggestions of events the outreach team could attend. MEA suggested the Older Persons Crucial Crew. JH will send details to RH.</p>	JH
966.0 966.1	<p>Health Forum Specific Issues: Dates for 2018: The dates previously circulated were approved subject to some amendments of timings. PM will make the alterations, book venues and then recirculate the list of dates.</p>	PM
966.2	<p>Action Plan: The Chair's report was noted.</p>	
966.3	<p>Patient Representatives: The Chair reported that Robert Harrington, a Colchester Health Forum member had agreed to take on the role of Urgent Care main representative. PM will draw up a list of when each NEECCG Committee meets for circulation to the HFC. Pending this, members agreed to take on roles as follows:-</p> <p>Ambulance Main – AW Strengthening Communities Network Deputy – SRJ (pending times and dates) TDC Deputy - AW</p>	PM
966.4	<p>2018 Elections: The Chair drew attention to the election timetable previously circulated and confirmed that there would be 2 vacancies in Tendring (exc. Harwich) and 2 in Colchester. The role of Young Persons Representative was also up for re-election.</p> <p>CC indicated a willingness to stand.</p>	
967.0	<p>Healthwatch: The Chair's report was noted.</p>	
968.0 968.1	<p>NEE CCG Committees with Health Forum Representatives: Ambulance Service: There was no report.</p>	
968.2	<p>NEE CCG Board: There was no report.</p>	
968.3	<p>Maternity Voices: There was no report.</p>	
968.4	<p>End of Life: MEA reported that no meetings had been held.</p>	
968.5	<p>Finance & Performance (F&P): CC drew attention to her report which had been tabled. Referring to the section on Urgent Care and the Ivy Team she felt that it would be useful for the HFC to have sight of the document circulated to Colchester Hospital Staff by Nick Hulme. PM will obtain a copy of this and circulate to the HFC.</p> <p>The Chair thanked CC for her report and asked that, in future, she clarified the meanings of acronyms. CC agreed to do this. The Chair then mentioned that PM had emailed him stating that the F&P Committee had requested that COPD, asthma and dementia be covered at future LHMs, but after reading CC's report he felt that PPG Liaison may be a better forum as concerns seemed to be around the management of these conditions by GPs. CC agreed and PM will add these items to the October 2017 PPG Liaison agendas.</p>	PM PM

<p>968.6</p>	<p><i>ML and AW left the meeting at this point.</i></p> <p>Quality: SRJ reported that the last Quality Committee meeting had not dealt with anything relevant to the HFC.</p> <p><i>PP left the meeting at this point.</i></p>	
<p>968.7</p>	<p>Transformation & Delivery Committee (TDC): The Chair drew attention to the report which was noted.</p>	
<p>968.8</p>	<p>System Resilience Operational Group (SROG): There was no report</p>	
<p>968.9</p>	<p>General Practice Commissioning Committee (GPPC): There was no report.</p>	
<p>968.10</p>	<p>Strengthening Communities Network: There was no report.</p>	
<p>968.11</p>	<p>Patient Advice & Liaison Service (PALS): There was no report.</p>	
<p>968.12</p>	<p>Sustainability & Transformation Programme: The Chair drew attention to the document previously circulated and asked members to read through it and pass comments back to either him or PM in order that the monitoring group could assess the suitability of the proposed timescales given in the document.</p> <p>JBM asked whether he could circulate the document to his PPG. The Chair confirmed he could.</p>	
<p>969.0</p>	<p>NEE CCG & CHUFT Press Releases: The following press releases were noted:-</p> <ul style="list-style-type: none"> • Join us for GP Commissioning Committee. 	
<p>970.0</p>	<p>Reports from Outside Organisations: Dementia Connections Closure: The circulated letter was noted.</p> <p>Colchester/Ipswich Joint Board Meeting on Proposed Merger: The Chair reported that YDAS had attended the meeting and that the proposal to merge had been unanimously agreed.</p>	
<p>971.0</p>	<p>Any Other Business: The Chair reported that he had received a communication from the Masonic Society stating that the Time Garden Appeal at Colchester Hospital had won an award of £25,000.</p> <p>CC reported that she had just received an email from David Solis at Healthwatch Essex regarding hospital discharge problems. She will forward this to PM for circulating to the Committee.</p> <p>The Chair reported that the Communications Team would be setting up a progress reporting system relating to super surgeries and hub and spoke systems.</p>	<p>CC/PM</p>
<p>972.0</p>	<p>Date of Next Meeting: Wednesday 4th October 2017 1.30 pm to 3.30 pm Ash Meeting Room, Aspen House, Stephenson Road, Severalls Business Park, Colchester, CO4 9QR</p> <p>The Chair thanked everyone for attending and closed the meeting at 3.55pm apologising for the late finish due to the activation of a fire alarm in the building causing a temporary evacuation.</p>	