

## MINUTES

### North East Essex Health Forum Committee (HFC)

Wednesday 3<sup>rd</sup> January 2018

1.30 pm to 3.30 pm

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

#### Present:

|                      |     |   |
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| Ray Hardisty (Chair) | RH  | Chair, Colchester Representative (Elected), Ambrose Avenue Patient Participation Group (Secretary)  |
| Marjorie Appleyard   | MEA | Outreach Representative   |
| Bonnie Jarman        | BJ  | CVST Representative   |
| Brian McKeown        | JBM | Tendring (exc. Harwich) Representative (Elected), East Lynne Patient Participation Group Chair  |
| Ann Watson           | AW  | Harwich Representative (Elected), North East Essex Clinical Commissioning Group (NEE CCG) Board Representative, Riverside Patient Participation Group Chair |

#### In Attendance:

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| Paula Martin | PM | Patient Engagement Officer, North East Essex Clinical Commissioning Group (NEECCG) (Minutes) |
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| Item   |  | Action |
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| 1024.0 | <p><b>Welcome &amp; Apologies:</b><br/>The Chair welcomed those present to the first meeting of 2018 and wished all present a very Happy New Year. It was noted that the meeting was quorate.</p> <p>Apologies were received from: Celia Crossley (F&amp;P Representative), Yaa Dankwa Ampadu-Sackey (Outreach Rep. &amp; Primary Care Operational Group Rep.), Julie Hocken (Carers Rep.), Myrna Liles (Tendring (exc. Harwich) Representative (Elected)), Su Rhys Jones (Colchester Representative (Elected) &amp; West Mersea Patient Participation Group) and Kim Simmons (Community 360 Representative).</p>  |        |
| 1025.0 | <p><b>Declarations of Interest:</b><br/>All declarations were noted as correct and no further declarations of interest were received.</p>  |        |
| 1026.0 | <p><b>Minutes of Meeting held on Wednesday 6<sup>th</sup> December 2018:</b><br/>The minutes were agreed as a true and accurate record of the meeting.</p>   |        |
| 1027.0 | <p><b>Matters Arising:</b><br/>There were no matters raised.</p>   |        |
| 1028.0 | <p><b>Actions from Previous Meetings:</b><br/>1013.0 (6 Dec 17), 995.0 (1 Nov 17), (977.1 (4 Oct 17), 923.0 (6 Sep 17) &amp; 911.1 (2 Aug 17))<br/>RH advised this matter is still on-going and he hoped to complete it before the February 2018 meeting.</p> <p><u>Celia Crossley</u> – Action (995.0 (1 Nov 17), 982.1 (4 Oct 17)): PM advised that she had emailed CC on numerous occasions but had still been unable to ascertain the status of this action. The Committee decided to close this action as Operation Pendant had finished.</p> <p><u>Myrna Liles</u> – Action 1014.2: This is still outstanding as the January 2018 TDC meeting had been cancelled.</p> <p><u>Cari Hook</u> – Action 1019.11: PM reported that she had heard nothing further regarding this, therefore the action is still on-going.</p> |        |

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|                  | All other actions were noted as complete.  |    |
| 1029.0<br>1029.1 | <b>Issues Raised by Patients, Public, Carers &amp; PPGs:</b><br><b>Knee Surgery:</b><br>PM reported that JBM had provided contact details for the patient who had originally raised the issue. PM will pass these on to the Individual Funding Request (IFR) team to check whether an IFR had been raised.   | PM |
| 1029.2           | <b>Patient Transport – Eligibility Criteria:</b><br>The Chair drew attention to the updated report and stated that the issue had now been closed.  |    |
| 1029.3           | <b>Thyroid Medication Withdrawal:</b><br>The Chair drew attention to the report and PM reported that nothing further had been heard since the medicines management letter had been sent to the patient concerned. The Chair will update the next Colchester Local Health Matters meeting.  | RH |
| 1030.0           | <b>Word on the Street:</b><br>There were no new issues to report.  |    |
| 1031.0<br>1031.1 | <b>PPG Matters:</b><br><b>PPG Liaison Group – January 2018 Agendas:</b><br>PM reported that two additional CQC reports had been received and added to the agendas, namely, Fronks Road and Winstree Road. These have also been uploaded to the Document Depository.  |    |
| 1032.0<br>1032.1 | <b>Update from Community Voluntary Services:</b><br><b>Community 360:</b><br>PM tabled a report from KS. There were no comments from those in attendance.  |    |
| 1032.2           | <b>CVST:</b><br>BJ tabled her report and commented that the Winter Warmth campaign was still being pushed. She asked that those present pass on the information to anyone that needed assistance.  |    |
| 1033.0<br>1033.1 | <b>Local Health Matters Meetings:</b><br><b>December 2017 Meetings:</b><br>The Chair drew attention to the minutes of both meetings and commented that attendance at the Colchester meeting had been the worst ever, which was unfortunate, as the presentation on dermatology had been very informative.  |    |
| 1033.2           | <b>January 2018 Meetings:</b><br>PM tabled the agendas for the January 2018 Local Health Matters meetings.   |    |
| 1033.3           | <b>Agenda Items for 1<sup>st</sup> Quarter 2018:</b><br>The Chair asked for suggestions for topics for next year's meetings and reported that, following an email to all NEECCG staff promoting LHMs, he had been invited to speak at the weekly staff "Bitesize" meeting which he would be doing at the end of January 2018. JBM suggested that presentations from the Ambulance service and dermatology be repeated later in the year. PM will invite the relevant speakers.   | PM |
| 1033.4           | <b>August &amp; December 2018 Meetings:</b><br>Due to poor attendance, the Chair suggested that cancellation of the August and December Local Health Matters meetings be trialled for this year. This was agreed and PM will amend the dates uploaded to the website accordingly and let the membership know.  | PM |
| 1034.0<br>1034.1 | <b>Outreach and Engagement:</b><br><b>Out and About:</b><br>The Chair reported that the Outreach Team would be meeting with the Communications Team within the next fortnight to discuss a number of on-going issues relating to outreach and engagement. He also asked for any members to let him know if there were any particular points they wished him to pass on.<br><br>RR referred to a recently made video regarding fall prevention, saying that he thought it was very good. The Chair agreed but commented that it was difficult to show videos at events as the Health Forum did not, currently, have the equipment necessary to facilitate such engagement. There was a brief discussion regarding outreach and AW commented that it was important to reach carers as well as patients. The Chair agreed and said that it was important to have something eye catching in order to initiate conversations. |    |

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| 1035.0<br>1035.1 | <p><b>Health Forum Specific Issues:</b></p> <p><b>Action Plan:</b><br/>Referring to the Chair's report, JBM asked what the issue was regarding the CHUFT Patient Group. The Chair replied that, currently, it did not exist, however it was hoped that it would be re-formed very soon. He went on to say that he had suggested CHUFT liaise with Ipswich Hospital regarding a patient group, as the one at Ipswich was well established and successful. RR commented that he had attended of the group's meetings and he felt that, with the impending merger of the two hospitals, a combined patient group was needed.</p>                                     |    |
| 1036.0           | <p><b>Healthwatch:</b><br/>The Chair drew attention to his circulated report which was taken as read.</p>   |    |
| 1037.0<br>1037.1 | <p><b>NEE CCG Committees with Health Forum Representatives:</b></p> <p><b>Ambulance Service:</b><br/>There was no report and the Chair asked PM to speak with the relevant NEECCG team to re-instate the monthly reports that the HFC used to have sight of.</p> <p>There was some discussion regarding inappropriate use of the ambulance service and BJ confirmed that the CO15 project was still in operation in order to try to deal with the worst cases of inappropriate use. RR felt it would be useful for ambulance staff to log instances where they had attended calls but were not really needed. The Chair confirmed that this was done already.</p> | PM |
| 1038.2           | <p><b>NEECCG Board – Topics for January 2018 Board Meeting:</b><br/>The Chair drew attention to his report and asked the Committee to approve the topics suggested for inclusion in the report to the Board. These were approved and the Chair will draft a report in conjunction with AW.</p>  | AW |
| 1038.3           | <p><b>Maternity Voices:</b><br/>There was no report.</p>  |    |
| 1038.4           | <p><b>Finance &amp; Performance (F&amp;P):</b><br/>There was no report.</p>   |    |
| 1038.5           | <p><b>Quality:</b><br/>There was no report.</p>   |    |
| 1038.6           | <p><b>Transformation &amp; Delivery Committee (TDC):</b><br/>There was no report.</p>   |    |
| 1038.7           | <p><b>Urgent Care (System Resilience Operational Group (SROG)):</b><br/>The Chair drew attention to Robert Harrington's (RHrr) report.</p>  |    |
| 1038.8           | <p><b>Strengthening Communities Network:</b><br/>RR reported that the last meeting had been cancelled.</p>  |    |
| 1038.9           | <p><b>Patient Advice &amp; Liaison Service (PALS):</b><br/>There was no report.</p>   |    |
| 1038.10          | <p><b>Sustainability &amp; Transformation Partnership (STP):</b><br/>The Chair drew attention to his report and asked that the Committee approve his suggestions contained therein for the future of the STP Monitoring Group. The Committee duly approved these.</p>   |    |
| 1039.0           | <p><b>NEE CCG &amp; CHUFT Press Releases:</b><br/>The following press releases were noted:-</p> <ul style="list-style-type: none"> <li>• Clinicians urge local people to stock up on medication they are likely to need before Christmas</li> <li>• Join us for the GP Commissioning Committee</li> <li>• Out of hours opening times for pharmacies and dentists</li> <li>• Winter Comms Briefing</li> <li>• Clinicians issue further healthcare advice as winter continues to make its presence felt</li> <li>• CCG launches 12 days of Christmas wellbeing</li> <li>• Amended Version - Clinicians urge local people to stock up on medication they</li> </ul>  |    |

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|  | <p>are likely to need before</p> <ul style="list-style-type: none"> <li>• Patients with neurological long term conditions to have greater say in their health and wellbeing needs</li> <li>• More patient appointments across north east Essex this winter</li> </ul>  |  |
| <p><b>1040.0</b><br/><b>1040.1</b></p> | <p><b>Reports from Outside Organisations:</b><br/><b>Colchester Hospital Connect Newsletter:</b><br/>The Chair drew attention to the newsletter and commented that Colchester Hospital public governors were due for election and re-election. RR confirmed this and explained that, although this was not in the usual timeline, it was due to the upcoming merger between Colchester and Ipswich hospitals.</p>  |  |
| <p><b>1040.2</b></p>                   | <p><b>Colchester Borough Council – Garden Communities:</b><br/>The Chair explained that concerns over hospital capacity, in view of the additional housing being planned for the area, had been raised by Nick Hulme, Chief Executive at Colchester Hospital. He then went on to say the NEECCG were in discussion with Colchester Borough Council regarding this so he was unsure as to why Mr Hulme was unaware of these.</p>  |  |
| <p><b>1041.0</b></p>                   | <p><b>Any Other Business:</b><br/>JBM reported that he had obtained more information in regard to the NHS England Patient &amp; Public Voice Group and that they were looking for two members from the North East Essex area. As interviews would be held in Leeds and it was likely that expenses may not be paid promptly he had decided not to apply.</p> <p>As there was no other business, the Chair thanked everyone for attending and closed the meeting at 2.15pm.</p> |  |
| <p><b>1042.0</b></p>                   | <p><b>Date of Next Meeting:</b><br/>Wednesday 7<sup>th</sup> February 2018<br/>1.30 pm to 3.30 pm<br/>Ash Meeting Room, Aspen House, Stephenson Road,<br/>Severalls Business Park, Colchester CO4 9QR</p>  |  |