**Healthwatch Trafford**

**Minutes of Board meeting 29th April 2021**

**Online Zoom Meeting**

**Meeting commenced at 5.30pm**

**Present:**

Heather Fairfield (HF)
Susan George (SGE)

Jean Rose (JR)

Brian Hilton (BH)

David Esdaile (DE)

Kerry Blackstock (KB)

Andrew Latham (AL) – Company Secretary

Mara Cuppini (MCu) – Communications and Information Officer

Madeleine Colledge (MCo) – Engagement Officer

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| **Agenda item** | **Discussion and Actions** |
| 514. Welcome; apologies and introductions | Apologies: Elaine Mills514.1 HF welcomed everyone to the meeting.514.2 AL informed members that Nasima Miah had resigned with immediate effect due to relocation out of the country the following month. **Action: AL to remove NM from Companies House register.**514.3 MCu and MCo introduced themselves, reciprocated by members present. |
| 515. Declaration of Interest | 515.1 No declarations of interest received. |
| 516. Minutes of previous meeting | 516.1 The minutes of the previous meeting were accepted as a true and accurate record. |
| 517. Matters arising not on the agenda | 517.1 **Action: AL to check with George Devlin and EM re Primary Care Commissioning Group.**517.2 **Action: MCu to scan websites in other areas for helpful videos and translation materials that could be utilised on HWT website.**517.3 HF Updated members on the appointment of Dr Mohammad Imran as CCG Governing Body Chair, replacing Sally Johnston.517.4 HF informed members that Trafford Council are to develop a new service specification for paid and unpaid carers; part of this process will involve co-production through groups such as the Covid Comms and engagement Group and the starting point for this is a newly opened stakeholder survey. **Action: AL to distribute survey link.**  |
| 518. Action Log | Action log reference: 491.1 Complete, remove492.1 Complete, remove511.1 Complete, remove511.3 Complete, remove512.1 Transforming Homecare – **Action:** add to next meeting agenda |
| 519. CO Report | 519.1 AL asked for questions on the previously circulated report; BH asked about the HWT office and whether we needed a physical location? AL replied that there were pros and cons to having an office and that he would explore all feasible options before a decision was made. SG asked about shared space within Altrincham Hub? AL responded that he had been in contact with the CCG over this and had received an in principle agreement that HWT could occupy space within the hub but more discussion was required on specific details (this is ongoing).519.2 KB asked about progress on the move from contract to grant funding with the Local Authority? AL responded that this was now confirmed but he was still waiting for the Council to sign off the new agreement. |
| 520. Work Plan 2021/22 | 520.1 AL talked through the previously circulated paper.520.2 HF talked about HW100 surveys and asked members to email AL with suggestions for topics, which can then be put through the prioritisation framework. **Action: Members to email AL with topic suggestions before next meeting.**520.2 BH asked if HWT could raise issues of best practice where identified (through open surveys such as the Covid 19 survey) and feed those into ongoing discussions? AL replied that this was the intention. |
| 521. HWinGM Update | 521.1 Integrated Care Systems (ICS): AL had circulated a briefing document to members and the HWinGM network had put together a series of questions on ICS to present to Warren Heppolette at the next network meeting. HF had attended a three hour workshoip on ICS earlier today; there are lots of discussions taking place currently across GM about structure and distribution of resources. Senior appointments are expected to be made by September/October 2021. **Action: HF to feed back response from WH to members.** 521.2 Trafford CCG: HF informed members that Trafford CCG now had two members of staff sharing the Accountable Officer role, Gareth James and Sara Radcliffe.521.3 GM Dentistry report; AL reported that this had now been completed subject to approval by the HWinGM network. HF stated that she thought it was an excellent report.521.2 GP Website review report; AL summarised the findings from the GP website review (conducted by HWT volunteers). AL had made contact with the Local Medical Committee Chief Executive (Eve Mannerings) to discuss and to look at future collaborative work arising from the recommendations. HF thanked staff for a good piece of work. |
| 522. Questions from the Public | None received. |