

Minutes

Operational Committee Meeting

Date: 9 February 2015
Time: 10.30am to 12.30pm

Venue: Sension House, Denton Drive,
Northwich, CW9 7LU

Item	Topic	Action
1	<p>Present:</p> <p>Committee: Brendan Doyle (BD) - Chair, Gus Cairns (GC) - Deputy Chair, Pat Clare (PC), Lynne Ewin (LE), Andrew Firman (AF), Anthony Groom (AG), Lynda Hesketh (LH), Rhiannon Wilson (RW), Margaret Yorke (MY).</p> <p>Staff: Jonathan Taylor (JT) - Service Manager, Jackie Lewis (JL), Emma McKenzie (EM), Matthew Hyndman (MH).</p> <p>Visitors: Helen Ashcroft, Western Cheshire CCG, Stephen Price, CWP Podiatry Team Leader, Jean Pace CWP Clinical Service Manager Urgent Care and Katherine Wright, CWP Head of Communications and Engagement.</p> <p>Apologies: Elizabeth Bott (EB), George Loughlin (GL) and Neil Garbett (NG).</p> <p>Introductions were made around the table.</p>	
2	<p>Declaration of Relevant Interest</p> <p>GC declared his position as Patient Leader, Being Well Programme Board, WC CCG.</p>	Noted
3	<p>Presentation RE Proposed Changes to Podiatry Services in West Cheshire</p> <p>An overview of the current consultation of three options was presented.</p> <p>There are currently 6,500 people using the service and the waiting time for follow up appointments is up to 60 weeks. Service funding has not been cut but the service is swamped due to people living longer, the prevalence of long term conditions and earlier onset of diabetes. Public meetings have raised the issue of people in good health but with severe podiatric needs; Q and As will be revised accordingly. Self help and self care came through strongly.</p> <p>Adverts for volunteers to be trained as self care advisors have been posted in clinics; HWCW to assist in promoting this opportunity</p>	<p>Update/ discussion</p> <p>KW/EM</p>

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	<p>Analysis of responses will be carried out by Liverpool University.</p> <p>JT commended the open approach to the consultation. An active Q&A session followed.</p>	
4	<p>Minutes of last meeting/matters arising</p> <p>The minutes were agreed as an accurate record of the January meeting.</p> <p>There were no matters arising.</p> <p>JT reported that the Loneliness and Isolation project brief had been circulated to Ken Clemens, Matt Dodd and Di Riley. Once all feedback has been received amendments are to be made to the Brief by the T&F group.</p>	Agreed
5	<p>Forward Actions</p> <p>Item 8 - outstanding. Priority setting tool. MH gave a verbal update saying that there had been 271 respondents to date. This number has doubled since January meeting. Update to be circulated to committee members via email.</p>	<p>Updated</p> <p>MH</p>
6	<p>Progress against work plan</p>	
6.1	<p>Service Manager Update</p> <p>JT had emailed members the quarterly report which sets out how contractual requirements have been met and details progress against the work plan. Members found it both useful and interesting.</p> <p>It was noted that there is no forecast underspend for the second year of the contract.</p> <p>JT formally announced that CWaC Council has offered an extension of the Healthwatch Cheshire West contract for 2 years to 2017. The Executive Management Board has accepted this offer. Congratulations were extended to JT. JT commented that credit is due for the hard work of everyone involved.</p> <p>JT clarified that funding will be maintained at the same level; the contract tender was for a fixed price over four years.</p>	Updated

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	<p>Vale Royal and the other for West Cheshire. The next step will be to contact all members of the West Cheshire and Vale Royal Panels to confirm the two sets of priorities by the end of March.</p> <p>Everyone is welcome to this Thursday's meeting and, for those who wish to catch up, the website now contains all past papers.</p> <p>The co-production model of citizens leading the work and the diverse membership of the Panels were discussed.</p>	
6.4	<p>GP Project</p> <p>JT gave a verbal update and stated MH has worked incredibly hard on producing an interim summary report, the presentation of which was highly commended by members. The summary shows interesting responses to the 20 questions, not all of which required follow up. It was noted that the report paints a generally positive picture.</p> <p>The report is a preliminary version as CIC partners' responses have yet to be included. This information will be added to the results and then the T&F group will meet to look at the total results and to choose between 3 and 6 items on which to do further research. All comments have been shared with each Practice Manager and the relevant CCG. Quantitative data will then be shared with Practice Managers and local area teams and any challenges made.</p> <p>BD thanked everyone for their help in this project.</p> <p>The format of the next Operational Committee meeting was discussed. It will be held at Neston Community and Youth Centre. The first hour will be open to the public to find out more about Healthwatch, 30 minutes of any urgent business, followed by Task and Finish group work for GP Access, Loneliness and isolation and Care at Home Work. An agenda to be put together for a 4 hour meeting. Catering options to be considered.</p>	<p>Updated</p> <p>T&F Group</p> <p>JT/EM</p>
6.5	<p>Children and Young People Project</p> <p>BD welcomed JL to the meeting. JL reported that although the project commencement date had been delayed to 3 December it had now taken off. 30 agencies were contacted before Christmas and several presentations carried out. A questionnaire set up on Survey Monkey appears on home page of website and has been circulated widely. JT and JL presented the project to around 80 attendees of the Parent Partnership meeting, the idea for the project having come from the Parent Carer Forum, and some really useful feedback was received.</p>	<p>Updated</p>

