

Operational Committee Meeting

Date: 13 July 2015

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

Time: 10.30am to 12.30pm

Item	Topic	Action
1	<p>Apologies and Introductions</p> <p>Committee: Brendan Doyle (BD) – Chair, Gus Cairns (GC) – Deputy Chair, Margaret Yorke (MY), Elizabeth Bott (EB), Pat Clare (PC), Lynne Ewin (LE), Andrew Firman (AF), Rhiannon Wilson (RW).</p> <p>Staff: Jonathan Taylor (JT) – Chief Executive, Matthew Hyndman (MH) and Neil Garbett (NG).</p> <p>Visitors: Diane Christopherson (DC) - Mins, Jean Pace, Stephen Price (CWP), Helen Ashcroft (West Cheshire CCG)</p> <p>Apologies: George Loughlin (GL), Jackie Lewis (JL), Lynda Hesketh (LH), Anthony Groom (AG), Emma McKenzie (EM).</p>	
2	<p>Declaration of Relevant Interest</p> <p>None declared</p>	Noted
3	<p>Presentation – Podiatry Consultation Outcome</p> <p>Feedback rather than presentation from CWP/West Cheshire CCG regarding the redesign of the Podiatry Service and consultation supported by University of Liverpool</p> <ul style="list-style-type: none"> • Disappointing response rate of 176 responses from public from approx 5000 contacted. 106 respondents chose option 2 as the stated preferred option. • JT and members surprised at the low response rate • BD stated that the low response may be cultural i.e. “Whatever we say, you’re going to do it anyway* (you = NHS). <p>Discussion took place regarding patients with low level needs;</p> <ul style="list-style-type: none"> • Currently there is an 87 week waiting list in one area for low risk patients. • Looking at podiatrists becoming prescribers – no need to 	Noted

Minutes

	<p>wait for GP.</p> <ul style="list-style-type: none"> • Retraining practice nurses. • Consultation – costs questioned 	
4	<p>Minutes of last meeting/Matters Arising</p> <p>The minutes were approved as an accurate record following identification of changes below;</p> <p>Page 1 item 3, last paragraph “GM GL quoted instance of CWP”</p> <p>Page 3 item 6.4, second paragraph “new commissioner to attend meeting 15th 21st July”.</p> <p>Page 4 item 6.7, second paragraph, spelling mistake “...work streams that are tackling tackling”.</p> <p>Also an update on Loneliness and Isolation – JT has worked with CWAC to organise an evening in Cruise nightclub in Chester for adults with learning difficulties. A poster has been circulated.</p> <p>JT to check that forward dates for Operational Committee Meetings have been circulated</p> <p>There were no matters arising.</p>	<p>Agreed</p> <p>JT</p>
5	<p>Forward Actions</p> <p>6.2 – New dates established and sent to committee.</p> <p>6.3 – Meetings taken place, agreed date re: papers in today’s pack/agenda.</p>	<p>Updated</p> <p>Complete</p> <p>Complete</p>
6	<p>Progress against work plan</p>	
6.1	<p>Reflective Audit T&F</p> <ul style="list-style-type: none"> • GC walked through the bullet points. Actions will be followed up outside of committee by T & F group • Paper brought to committee for comments • No plan to run reflective audit again in 2015/16 	<p>Noted</p>

Minutes

6.2	<p>GP Project T&F</p> <ul style="list-style-type: none"> • BD discussed points on paper. • JT stated writing a letter to CCGs may not be the best method, suggested raising as an agenda at Primary Care Programme Boards • JT thinks the date of 3rd August a little too ambitious for the publication of targeted engagement report and suggested final draft of report to be complete in September • JT to proof report and provide comment in time for task and finish group meeting of 10th August. 	<p>Noted</p> <p>Agreed</p> <p>JT</p>
6.3	<p>Care at Home T&F</p> <ul style="list-style-type: none"> • NG stated that his update was pretty much as written in paper, though timescales have been pushed back to ensure we get it right. • Delay in receiving feedback from Age UK Cheshire • Electronic copy of Survey to be approved at the next task and finish group meeting • NG asked whose signature to go on the letter. It was decided that the letter should be signed by BD & JT • MY stated that the Older People’s Network, as a key stakeholder, are always happy to help with written questionnaires or phone calls. • NG Also thanked Chester PHAB for support along with CCIL and in particular Ronan Willis. 	<p>Noted</p> <p>Agreed</p>
7.0	<p>Healthwatch Cheshire West Annual Report 2014/15</p> <ul style="list-style-type: none"> • Copy of the report given to all - JT thanked all. • GC thanks to staff, volunteers and particularly EM and JT. • BD gave a personal vote of thanks to JT. • 500 copies to be disseminated, if needed, more can be ordered. • There has also been an easy read version commissioned. 	<p>Noted</p>
8	<p>Updates to Work plan</p> <ul style="list-style-type: none"> • JT briefly explained the document noting that the only addition as a new priority was ‘dementia’. It is regarded that 	<p>Discussed</p>

Minutes

	<p>we need to do more around dementia for local people. We are in the process of joining the DAA – Dementia Action Alliance.</p> <p>GC questioned what DAA was, JT to circulate more information</p> <ul style="list-style-type: none"> • GC asked that Community Engagement Team keep the committee involved with details of events in case they would like to attend. • A “save the date” for the AGM will be announced shortly, once JT has firmed up venues etc... • MY thanked EM for the article produced for the Older People’s network newsletter. 	<p>JT</p> <p>JT</p>
9	<p>Operational Committee Development</p> <p>Proposed task and finish item – how to improve Operational Committee – decided to wait until the Volunteer Coordinator is established, little too early at present.</p>	Discussed
10	<p>Any Other Business</p> <ul style="list-style-type: none"> • MY - October 1st is International Older People’s Day – Bright Life event - will HWCW be involved? JT will ask Community Engagement to look into it. • MH – October 10th is World Mental Health Day event taking place in Chester with HWCW involvement • BD mentioned that the new bi-monthly meetings are working well <p>BD thanked members for their attendance and the meeting closed at 12.10pm</p>	JT

Next meeting: Monday 14th September, 10.30am – 12.30pm
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