

<b>Meeting:</b>	Strategic Advisory Board
<b>Date:</b>	12 July 2018
<b>Location:</b>	Priory Campus, Barnsley
<b>Chair:</b>	Adrian England

<p><b><u>Present:</u></b> Adrian England Margaret Lindquist Tony Alcock Wendy Hardcastle Mark Smith Ian Guest</p> <p><b><u>In attendance:</u></b> James Goodwin - Minutes Sue Womack</p>	<p><b><u>Apologies:</u></b> Christine Key Margaret Baker</p>
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AE opened the meeting. There were no declarations of interest. MS suggested that we could have an annual declaration that covers all Board members.

The previous minutes were approved as a true record, however there were inaccuracies as follows:

*ML noted that the spelling of her surname was incorrect again. JG apologised for this and said that this was due to overtyping on to a set template;*

*MS noted that Public Health Prevention Strategy should read Public Health Prevent Strategy.*

Matters arising were as follows:

*MS asked if we were being invited to SWYFT inpatient units?*

**Action: SW to find out.**

*Healthwatch Annual Conference - There have been no further details on the conference so far.*

***Action: JG to obtain a bursary form for AE in relation to rail fare.***

**Agenda Items:**

The Health and Equality Forum Report, which was prepared by Healthwatch Barnsley, will be discussed at next week's SSDG.

Patient choice - MS asked if we can get Healthwatch England's view on patient choice in mental health services.

***Action: SW to look into this.***

Annual Report - JG reported that he and LL had made sure that copies of our latest annual report had been widely distributed (including elected members). SW said that the commissioning manager at BMBC responsible for our contract had received the report for their reference, as had HWE, CQC, CCG and Public Health.

Enter and View - Training has been postponed by Healthwatch England.

Safeguarding - SW said that she had attended safeguarding training. Training will be arranged on this (and other essential areas) for all staff and volunteers in due course.

***Action: LL and JG to arrange.***

Expenses - There is an issue with this and long delays on volunteers receiving reimbursement for travel costs.

***Action: SW to contact JM about volunteer expenses.***

DBS checks - These are ongoing but please ask SW if you have any queries.

Overview and Scrutiny - MS and SW updated. In relation to mental health services, MS is to carry out a piece of work with one of the Overview and Scrutiny Sub Groups.

GP Federation - LL carrying out patient satisfaction surveys.

Contract meeting - SW met with the contract manager for Healthwatch at BMBC

and he is happy with our progress.

TEG - There was nothing to report from this meeting.

Blind and Partially Sighted Report - The report on services for the blind and partially sighted community is not complete. The report will be circulated to the Board in due course.

GDPR - SW reported that in relation to work in schools with people under 16 years of age, as long as information is anonymised then we are covered in relation to GDPR. SW has checked this with the consultant that VAB have been working with. If engagement activities with children and young people in this age category are organised through a responsible body such as a school, then permission is a given.

Governance - A discussion took place regarding a governance review.

***Action: JG to seek guidance from HWE and to add this to the agenda for the next meeting.***

Retention Policy - This was agreed as:

Paper based information retained for 6 months and electronic data for 5 years.

#### Any other business

MS spoke of patients detained under the Mental Health Act as an inpatient and then discharged into the community. What is the CCG /BMBC policy in relation to free aftercare service?

***Action: SW to ask the CCG about this.***

Next meeting - 6 September at 10.30am at Priory Campus.