Name of meeting/event	**Steering Group**
Date & time of meeting/event	**10am 19th April 2011**
Organised by	**Croydon LINk team**
Chairman/Facilitator	**Tracey Hague**
Minute taker	**Jennine Bailey (Croydon LINk)**
Venue	**CVA Resource Centre, 82 London Road, Croydon CR0 2TB**

Attendance

Name	
Present: Dudley Edwards (DE), Guy Pil-Grey(GPG), Tracey Hague (TH), Bridget Stephanou (BS), Janet Grant (JG), Fatima Koroma (FK), Peter Howard (PH) Paul Macey (PM) Minutes – Jennine Bailey	Apologies: Kail Gunaratnam (KG), Elsie Sutherland (ES),

Item & Discussion	Action to be followed up by
1. Introductions: TH welcomed all to the meeting. Two apologies were given. **2. Minutes Of Last Meeting:** Corrections: add Tracey's apology. Correction: Page 3, Healthwatch will be providing patient choice. Point 2, GPG requested to see budget. Action: PM to see if can get more detailed breakdown. PM to circulate budget break down (e.g. training) for current financial year. Correction: add to minutes that Janet has stepped down from LAS as a rep. Correction: To add FK reps summary on agenda. Postpone inviting Steve Morton to the next meeting. PM to clarify if reps can speak during the meeting or after for the Croydon Healthcare Services meetings. The Community Empowerment Network consists of Voluntary groups who come together with MPs to discuss policies. The first meeting will	Action: PM to see if can get more detailed breakdown. PM to circulate budget break down (e.g. training) for current financial year. PM to clarify if reps can speak during the meeting or after for the Croydon Healthcare Services meetings.

be held on the 12th May. Page 3 change Kate Wellcome to Wallcombe. PM followed through on why she had not received LINk feedback. PM informed the group he can not see any evidence of this feedback being sent off. Group suggested the host use a logging system for mail. All agreed we need extra admin support as the Administrator is overloaded with work. All agreed to look at budget to see if we can get more admin support. All agreed to have a subgroup to meet with the Co-ordinator to discuss performance and other issues. TH requested clarity on if we are providing complaints advocacy. DE feels the group should look at commissioning for delivering this service. PM suggest it is still a vague subject and we need to wait for clarity. JG requested that the group get clarity on Pathfinder status for Healthwatch. What is happening with the local authority regarding pathfinder status? Action: PM to get clarity on the meeting that Folake Segun was referring to. Including the name of the contact and job title. BS informed the group of a presentation by Penny Ford about the six NHS outcomes. For more information visit http://www.croydon.gov.uk/. PM informed the group we should have reps on the GP consortia but are awaiting information. TH would like to receive a copy of the Hospital Care & Acute Services working group Enter 'n' View report. JG to send Steering Group a link for patient champion report. **3. Matters arising:** TH informed the group that she could not attend the next Scrutiny meeting. Add to the agenda for next meeting for an annual review of reps. **Main Agenda:** **4. Reports Back from Reps:**	All agreed to look at budget to see if we can get more admin support Action: PM to get clarity on the meeting that Folake Segun was referring to. Including the name of the contact and job title. Action: TH would like to receive a copy of the Hospital Care & Acute Services working group Enter 'n' View report. JG to send Steering Group a link for patient champion report.

• **GPG – Healthy Croydon Partnership**- Has received papers from meeting and is still reading. TH mentioned that in the last minutes 24.1.2011 they said they had supported us in our training for Enter 'n' View. If anyone wants to amend this please contact GPG. None attended the meeting. GPG spoke to Steve Morton who said hard copies of the meeting will be sent on to BS. GPG to speak to Steve and clarify. • **DE – Mental Health Partnership-** The last meeting has been cancelled due to nothing to discuss. Action: To find out why they did not meet. Action: Add to next meeting agenda to discuss the rep on this body. • **TH – Overview & Scrutiny Sub-Committee-** Different party members have to make up Scrutiny. Due to these changes Scrutiny will not now meet until July 2011 but there will be a conference in May where the workplan will be discussed. If the group wants anything mentioned please explain why. Deadline is the end of this month. This will not be a full report. Speech and language therapy was raised due to inadequate service delivery in the Borough. BS informed the group that other members who bring up issues can attend Scrutiny along with rep with speaking rights and that subjects that have been discussed before can be readdressed. BS to circulate this email for clarification. There was an update to Scrutiny regarding teenage pregnancy and TH has sent to FK. DE to resend email along with Tracey's email to Steering Group. • **JG – JSNA-** Circulated document and asked all to feedback to PM. The office has a hard copy of the JSNA report. JG has requested to stay on the JSNA Steering Group. All agreed for FK and JG to remain as JSNA reps on the JSNA steering group temporarily. • **DE – NHS Croydon** - sent email feedback and recommendations to office. Action: Office to circulate. • **JG – Croydon LAS** – JG highlighted that she did inform the group that she will be stepping down as rep on this body and suggested the group add to the agenda of next meeting to get replacement rep. • **JG – Children, Young People & Families –** The next meeting is in May. **5. Health Watch and Health & Wellbeing board** PM will circulate more information. Last week Steve Morton from Croydon Council said that they were interested in being a pathfinder health watch and as asked information regarding the work we have done so far.	DE to resend email along with Tracey's email to Steering Group. Action: Office to circulate DE recommendations.

6. GP Commissioning JG did the phrase 2 training and is currently carrying out more research. **7. Workplan & priorities** TH informed the group that Maternity working group and Relationship & Sexual Health working group are merging. The group then had a meeting with Kate Naish. FK will be the Chair and TH Vice Chair. TH agreed the Enter 'n' View report from the Croydon University Hospital. They are awaiting flyer and leaflet to be used for outreach work at Croydon University Hospital. TH is going to put together a general presentation to inform community about the Healthwatch. TH informed the group of the Women's Health Open Day on 28th April from 10am – 7pm at CVA Resource Centre. Action: To print out issues sheet. **A, Alzheimer's & Dementia** PM - Had a presentation from Mark Justice from the Croydon Neighbourhood Care Association (CNCA). Agreement from the Alzheimer's & Dementia working group to merge with the Mental Health working group from the 7th June meeting. At the last meeting we had three new members attend. **B, Diabetes** PM – The Diabetes working group had another meeting last week. They discussed awareness and information as possible priorities.	Action: To print out issues sheet for the Women's Health event.
8. Shadow Healthwatch Engagement Strategy TH sent her apologies for not attending. DE thanked the group for their strategy amendments. Can all send PM feedback and copy in DE regarding the column called next steps. Can all feedback within 2 weeks. PM to circulate amended Strategy document. PM informed the group that we need to look at setting priorities. All need to update work plans for the new year.	Can all send PM feedback and copy in DE regarding the column called next steps. Action: PM to circulate amended Strategy document. Action: All need to update work plans for the new year

9. Representatives for partnership bodies: selection process – discussion and approval (e.g. reserve for Scrutiny & Croydon Healthcare Services)

Majority agreed that TH would remain a rep on Scrutiny and the reserve will be PH.

2 abstentions from TH and DE for scrutiny rep vote.

Majority agreed BS to be a rep on Health & wellbeing board.

2 abstentions from this vote.

Majority agreed GPG as rep on Health & Wellbeing Board.

10. NHS Croydon - public involvement

To be discussed at the next meeting.

11. Inviting Mike Fisher (Council Leader) to future meeting

GPG to feedback from the meeting with Mike Fisher and then clarify the objective of inviting Mike Fisher to a future Steering Group meeting.

12, AOB

To add Rotating Chair to next meeting agenda.

Add to agenda of next meeting regarding subgroup for office performance.

31st May at 10-12.

Next Meeting Date & Agenda

Tuesday 31st May 2011, 10am-12pm at CVA Resource Centre, 82 London Rd, West Croydon, CR0 2TB

Meeting ended at 12:10pm

All information available in large print, on tape or other formats. Contact Jennine on 020 8253 7090 or Minicom 020 8683 7014.