



**Minutes from the Steering Group Meeting
Wednesday 29th July 2020 - 5pm
Via Zoom**

In attendance

Lesley Cooper
Pippa Harder
Emma Kiffyn
Emma Schofield
David Vickers

Apologies

Sarah Coward
Nicola Dyke

1 - Welcome and Introductions

Lesley and Emma gave a brief overview of the Healthwatch service and its move over to Citizens Advice Rotherham in April 2020. The group was updated on the current position regarding delivery of the contract, staff recruitment and the work done so far. Emma and Lesley spoke about how the Steering Group would work and its relationship to Citizens Advice Rotherham as the service must be independent.

2 - Terms of Reference

Members had previously been emailed a copy of the TOR, and Lesley went through the main points, questions were raised about the independence of the organisation if a Trustee of Citizens Advice Rotherham was to sit as an observer on the Steering Group, Emma K explained as Citizens Advice held the contract with the Local Authority for the Healthwatch contact they needed to have an organisational oversight of the project to ensure their responsibilities were met. The group agreed unanimously to adopt the TOR.

3 - Appointment of Chair

This item was deferred to a future meeting when all members would be present - for the purpose of this meeting David agreed to Chair. **Action All**

4 - Appointment of Vice-Chair

David Vickers appointed as Vice Chair.

5 - Priorities

The group were asked their thoughts on what they believe should be Healthwatch Rotherham priorities for the rest of this financial year, we need to provide 4 reports per year and the priorities will form the basis for these reports. Lots of discussion took place and the group asked if it could be deferred to the next meeting. This was agreed although as we are already mid way through the second quarter this does need to be addressed very soon. Ideas included;

Flu Vaccines and Winter Pressures

Mental Health (as a result of Covid)

Loneliness

Obesity

Access to services (video consultations etc)

Discharge from hospital

BAME issues

Changes made to healthcare services during Covid-19 what should stay?

Adult Social Care

Action All

6 - Workplan

A copy had been distributed prior to the meeting and Lesley talked through the work plan which has been put together to cover the main activities that we wish to embed in the service. It is a 3 year work plan and is for the duration of the current contract. Engagement work has been left fluid as due to the changes brought about by the pandemic we need to be flexible as services start to re-open and bear in mind the possibility of a local or national lockdown at any point. The members present approved the work plan

7 - Time and date of the next meeting

Wednesday 19th August 2020 at 5pm via Zoom.

Meeting closed at 7pm