

## Minutes of Advisory Board Meeting

Held at 1pm on Tuesday 30 July

**Present:**

Board members –

Jennifer Pearl (Chair), Stewart Block, Jenny Blyth, Debra Gordon and Richard Strong

Staff -

Caroline Collier, Inclusion Barnet CEO

Keely Parnaby, Inclusion Barnet Head of Peer Services

Sarah Campbell, Healthwatch Barnet Manager

**Apologies:**

Board member - Auren Ghazal

No.	Item	Actions arising	Status
1.	<p><b>Introductions</b></p> <p>Jennifer welcomed all attendees and facilitated a round of introductions. She noted that members’ biographies were on the <a href="#">Healthwatch Barnet website</a>.</p>		

<p><b>2.</b></p>	<p><b>Terms of Reference</b></p> <p><b>Sarah</b> presented updates and changes to the Terms of Reference (TOR):</p> <ul style="list-style-type: none"> <li>• She said that, as the board were reviewing the TOR, the staff team had taken the opportunity to address some issues with grammar and clarity, and this accounted for the bulk of the proposed amendments.</li> <li>• <b>Sarah</b> went on to outline the key substantive changes that were being suggested. For example, she mentioned that, in the amended draft TOR, it was proposed that the regular staff representatives for this meeting would be the Inclusion Barnet Head of Peer Services and the Healthwatch Barnet Manager. <b>Sarah</b> advised that the Inclusion Barnet CEO would continue to attend from time to time, when their attendance was particularly relevant. There was a brief discussion about the further phrasing which had been added in regarding confidentiality.</li> <li>• The board unanimously agreed to adopt the new TOR, subject to the penultimate sentence being amended to state: “If the Chair is unable to attend a specific meeting, they have the options of either postponing the meeting, or nominating another public representative member to act as Chair for that meeting.”</li> </ul>	<p>Sarah to amend the penultimate sentence of the TOR to state: “If the Chair is unable to attend a specific meeting, they have the options of either postponing the meeting or nominating another public representative member to act as Chair for that meeting.” Once this change is made, Sarah to then upload the new TOR to the Healthwatch Barnet website.</p>	<p>Completed</p>
<p><b>3.</b></p>	<p><b>Operational update and Annual Report</b></p> <p><b>Jennifer</b> noted that Healthwatch Barnet’s 2023/24 Annual Report was circulated in advance of the meeting. She asked <b>Sarah</b> to speak briefly to the key points:</p> <ul style="list-style-type: none"> <li>• <b>Healthy Heart:</b> <b>Sarah</b> reminded members that this project team primarily work with Barnet’s African, Caribbean and South Asian communities. She advised that the project had secured a third year of funding, having worked with 900 people between October and March, raising awareness of hypertension.</li> </ul>		

	<ul style="list-style-type: none"> <li>• <b>Enter and View:</b> In 2023/24, Healthwatch Barnet visited several care homes, two walk-in centres and three services in Edgware Hospital. Discussed that some reports had already been published and others were being written up. In relation to care homes, noted that the homes had accepted the vast majority of Healthwatch Barnet's recommendations, including on outings, dementia friendly décor and accessible gardening opportunities. <b>Sarah</b> advised that as and when any more serious concerns arose, where relevant Healthwatch Barnet would make safeguarding referrals, and/or share information with the Care Quality Commission.</li> <li>• <b>Community Connectors:</b> in 2023, the connectors carried out over 960 blood pressure checks including in food banks, religious centres and with Eastern European groups. A report was published in March, and the team were working with statutory partners on implementation of the recommendations.</li> <li>• <b>Influencing:</b> over the last year, Healthwatch Barnet had been involved in various pieces of policy work, including: giving evidence to Barnet Council's Adults and Health Overview and Scrutiny Committee on hospital discharge; influencing the Health and Wellbeing Board's new priorities; and feeding into the Care Quality Commission's review of health inequalities in North Central London.</li> </ul> <p>There was a brief discussion of the points mentioned above.</p>		
<p>4.</p>	<p><b>Forward planning</b></p> <p><b>Sarah</b> and <b>Keely</b> outlined key future initiatives and projects, and the board discussed each of these in turn:</p> <ul style="list-style-type: none"> <li>• Noted that the Healthy Heart Year 2 Report was in progress. Members discussed that this would be an important opportunity to highlight learnings from the project.</li> <li>• In relation to cancer screening, the board observed that the</li> </ul>	<p>In relation to care home visits, Sarah to add support with handwashing into the project plans, as an issue to be observed.</p>	<p>Completed</p>

	<p>Healthwatch Barnet team were collecting data from residents, to understand more about the factors that prevented people from and enabled people to access screening. Discussed that a report would be published on this in the new year.</p> <ul style="list-style-type: none"> <li>• In relation to care homes, members noted that, over the autumn, the team would be visiting five or six care homes and would then produce a thematic report. This report would name each home, but would focus on general principles in terms of good practice and areas for improvement, rather than attributing specific findings to individual care homes. <b>Stewart</b> said that it would be important to look at the issue of hygiene around mealtimes, in particular opportunities for handwashing before meals – <b>Sarah</b> agreed to feed this point into the project plans.</li> <li>• Core20 – discussed that Healthwatch Barnet had been granted a small amount of funding to run some more Core20 blood pressure check events, and that these would take place over the autumn. Discussed that this would be a much smaller project than Healthy Heart.</li> <li>• Noted that Healthwatch Barnet and Healthwatch Enfield were working on a project with the North Central London Integrated Care Board, looking at primary care access. The project would focus on: <ul style="list-style-type: none"> <li>○ Reviewing GP websites to identify good practice and areas for improvement</li> <li>○ Mystery shopping research, looking at key issues in relation to patient access</li> <li>○ Communications for the general public on primary care access.</li> </ul> </li> </ul>		
<p><b>5. Events</b></p>	<p><b>Sarah</b> provided an update on public engagement:</p> <ul style="list-style-type: none"> <li>• In 2023/24, Healthwatch Barnet co-hosted 47 public events with 1,200 attendees.</li> </ul>		

	<ul style="list-style-type: none"> <li>• In Q1 2024/25, Healthwatch Barnet co-hosted 17 events with 322 attendees.</li> <li>• Events were held in a wide range of locations including schools, libraries, food banks and religious centres. Healthwatch Barnet collaborated on these events with organisations including Age UK, Barnet Homes and BOOST Barnet.</li> <li>• In relation to ethnic diversity, in Q1, the Healthy Heart team ran events with Somalian, Angolan, Nigerian, Nepalese and Gujarati groups.</li> </ul> <p>The board noted that it was positive to see that the team had been able to reach a large number of people and to engage with a diverse range of residents.</p>		
<p><b>6. Any other business</b></p>	<ul style="list-style-type: none"> <li>• <b>Richard</b> asked about Healthwatch Barnet’s performance framework, and <b>Keely</b> advised that this would be circulated to the group.</li> <li>• <b>Sarah</b> mentioned that the next meeting date would be circulated soon.</li> </ul>	<p>Sarah to circulate the Healthwatch Barnet performance framework to the group, and to arrange the board’s next meeting date.</p>	<p>Completed</p>