
Minutes

Present: Penny Hynds (PH) – NHS North Somerset
Jane Bryant (JB) – NHS North Somerset
Mary Walker (for Mary Hutton) – NHS North Somerset
Dick Whittington (for Georgie Bigg) – NS LINKs
Barbara Hardy (BHa)
Brenden Hill (BH) – WVMP Consultation Reference Group
D’Arcy Parkes (DP) - WVMP Consultation Reference Group
Paul Robinson (PR) - WVMP Consultation Reference Group
Tiana Gainard (TG) - NHS North Somerset
Andrew May (AM) (part) – NHS North Somerset

Apologies: Jeanette George, Richard Darling, Becky Pollard, Mary Hutton, Julie Clatworthy, David Fife, Georgie Bigg

1 Attending/Apologies

Action

As above.

David Fife will not be able to attend Project Board as the meetings are on Thursdays. The group felt that we need to find additional representation from a clinical point of view.

PH suggested that we could ask Kath Williams who is a Nurse and is on PEC to attend. PR felt it was important for the representative to work in a rural setting. Kath Williams is not attached to any particular practice so works across the whole North Somerset area, therefore would bring knowledge of working in both town and rural settings. The group decided that it would be perfectly acceptable for Kath Williams to join the Project Board.

Action: JB to contact Kath Williams

JB

2 Minutes

The minutes of the previous meeting were read and agreed.

Matters Arising

Demographic and Access information – BP is not present today so we need an update on what stage this work is at.

Action: JB to speak to BP and update will be given at next Project Board.

JB

Notes of the meeting which was held by the SOS group have been typed up, these will now be sent to the SOS and KLANG for sign off before being submitted to Linda Shaw for the Consultation Feedback report.

3 Action Plan

Action plan reviewed.

Business case review stakeholder group was announced in Newsletter 3 and will be reiterated in Newsletter 4, which will be out next week. People will have two weeks to register an interest. We have already had some responses.

SOS public meeting notes have now been typed up and will be forwarded to the SOS for sign off before being passed to Linda Shaw.

All other actions completed.

4 Consultation Reference Group

Meeting to discuss lay representation on the Business Case Review Group has been arranged and will follow Project Board meeting today.

5 Project Team Report

JB has put together a project plan with all relevant dates going forward, the document is fluid as the dates may be affected by the election.

Action: JB to send out project plan with next Board papers.

JB

Equalities Impact Assessment (EIA) A.M has updated the EIA with the verbal feedback he received from CRG on 4th February. PCT has now received feedback from LINKs, however it was received too late to be included in the version of the EIA circulated to Project Board.

Action: A.M will amend the document and it will go onto the agenda for 22nd April to be signed off.

AM

The final version of the Metrics was shared with the Project Board.

6 Business Case Review

BHa would like to establish the Business Case Review Group as soon as CRG meeting has decided upon lay representation and aim to have the first meeting at the end of April/beginning of May.

If an election is called then the Business Case Review Group will not be able to meet – the fact that the group has a lay member means it is subject to the rules of purdah. In the mean time BHa will be working with the practice to get information and detail which has so far been unknown.

WVMP have been advised that as an independent business they should be taking business advice.

BHa will begin work on the options appraisal but only background work at this stage until the consultation feedback report is complete so as not to pre-empt it. Other background work will include looking at technical issues, site analysis and speaking to other potential sites.

Community Network Events

The consultation report will indicate the key themes and service benefit criteria. PCT will discuss how best to feedback to the public following the completion of the consultation report.

The Board was asked for their views on this. Another public meeting was suggested, however it was felt that this would open up a debate which was not appropriate at this stage in the process. A leaflet drop to households registered at WVMP was suggested, it was felt this could be a good idea.

The first Community Network Event will be to share the long list of options and service benefits.

7 Health Overview & Scrutiny Panel (HOSP)

PCT have now received the minutes from the last HOSP meeting if anyone would like a copy, they are also available on North Somerset Council website. HOSP is currently undergoing a change of membership and meetings will now be every other month.

8 Public Health Feedback

As Becky Pollard has sent her apologies this item will be moved to next months agenda.

9 Framework for Independent Reviewer

The Board reviewed the draft framework.

Initial points to note:

- Glossary should be at the end.
- Executive summary should come before the contents.
- It should be made clear that the report is the findings of the consultation not the decision.
- It is not a document for discussion.
- A snap shot of Linda Shaw – relevant experience etc could be included.
- Section entitled “Evaluating final list of options” should be changed to “Evaluating the list of options”

Linda Shaw will not be sharing the consultation report before the first draft is finalised so as not to compromise its independent status. The document will then be assured by the PCT, this does not mean making amendments to the existing content but ensuring that all required areas have been fully covered.

10 AOB

The board looked at the project structure.

Action: TG to make suggested amendments.

TG

The terms of reference for the CRG and Project Team will need to be reviewed now that the consultation has ended.

It was agreed that the minutes of this meeting will be uploaded to our website for public viewing.

It was agreed that the Project Board meetings can be an hour and a half rather than two hours.

11 Time and date of next meeting:

22nd April, 2.30 – 4.00 at Clevedon Community Centre, 2 Prince's Road
Clevedon, BS21 7SZ

Action Plan

1. Public Health analysis of Wrington Vale demographics to be shared BP
2. SOS public meeting notes to be added to the consultation feedback JB
3. Contact Kath Williams, PEC Nurse to invite onto Project Board JB
4. EIA to have final amendments ready to be signed off at next meeting. AM
5. Circulate project plan. JB
6. Make amendments to project structure. TG