

**NOTES OF PRIVATE MEETING:
Tuesday 10th October 2006 from 10.30 am to 12.30 pm
At Community Centre, Eastfield Road, Weston. BA1 4HU**

Attendees: Connie Wright (Chair); Kate Mountford (Vice-chair); Hilary Elms; Susan Fremantle; Nancy Young; Paul Thomas. Deb Hawken (HAP).

1. WELCOME AND INTRODUCTION FROM THE CHAIR PERSON

The Chair welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE – None.

3. DECLARATIONS OF INTEREST – None.

4. MINUTES OF MEETING HELD TUESDAY 18TH JULY 2006

The minutes were accepted as an accurate record subject to:

4.1 Check who Pru Thomas from Action for Pensioners is.

5. MATTERS ARISING

6. VISIT TO BATH HEAD INJURY UNIT AT RNHRD NHS FOUNDATION TRUST

6.1 Visit Report

Kate Mountford fed back on the visit report. Members discussed concerns and noted actions points. The report will now be circulated.

6.2 Format for Visits (PT)

Paul Thomas said that in response to Trust comments that visit arrangements were not consistent. Members felt that stereotyping was not appropriate, ward area and outpatient visits are by necessity different. It is important to show consistency to ensure equity of visits. Members know some staff better than others and have different levels of communication; a visit proforma would ensure parity. Members have detailed instructions from the CPPIH that they have always followed, including tick-lists. Members must respond to events at the time of the visit.

Deb Hawken said that as a forum adviser she had never had cause to question the professionalism of this forum. She attended the HIU visit because of the negative comment by the Trust, and felt that the comment was unfounded, the forum followed an appropriate structure for the visit – as designated by the Trust. The comment by the Trust was a Trust opinion, providing the Forum remains within the guidelines set by the CPPIH members are entitled to carry out a visit as determined by the information they wish to acquire and the issues brought to them by patients, carers and relatives.

Agreed	6.2	To use Paul's proforma to design visits prior to each visit.
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For further information, to request papers in a different format, or notify apologies – please address all correspondence to:

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7. CHAIRS' CONFERENCE (KM)

Kate Mountford fed back on the Chairs' Conference. The facilitator was very effective. There was discussion about members' conduct when dealing with trusts and PCTs, especially with regard to information not for public release. Members felt that the agenda should have been changed to reflect the recent document "A Stronger Local Voice". See report by Kate Mountford.

8. CHAIRS' BRIEFING (CW)

Connie Wright attended the briefing on 6th October. HAP has won the contract to support forums until 30th June 2007. The CPPIH will finish on 30th June 2007; FSOs will be required to take on much of the work undertaken by the CPPIH over the wind-down period. From now to December 2006 things will remain as normal. From January to March 2007 funding will be reduced. From March to June support will be minimal. There is an opportunity for members to be involved in a pilot LINK Network Project. The CPPIH is still recruiting but the recruitment process means that it is unlikely that there will be new members before Christmas.

8. HAP ADVISER'S UPDATE

8.1 Transport update

Deb Hawken provided a copy of her research to date. She and Paul Howard are meeting this afternoon to discuss further research. Forum members had to leave so this issue was not discussed and will be taken forward to the November meeting.

8.2 January Visit to Violet Prince Ward and Rheumatology Outpatients

Deb Hawken will provide copies of the concerns for discussion at the November meeting.

9. MEMBERS CONCERNS AND URGENT MATTERS – out of time.

10. TO CONFIRM DATE, TIME AND VENUE OF NEXT MEETING