

Health and Wellbeing Project Meeting

Thursday 5 January 2017

Whitestone Surgery

Notes of the meeting

Present:

Di Kent
Hay Sharma
Dr Sacha Simon
Cllr Jeff Morgan
Mike Slemensek
Ian Cummings

Apologies:

Rachel Robinson

1. Notes from the previous meeting

1.1 The meeting notes were agreed.

2. Review of actions

2.1 Draft survey questionnaire – Rachel has amended the survey questionnaire in line with previous discussion and is arranging for the electronic survey arrangements to be put in place.

2.2 Newsletter - Sacha has placed comments in the December newsletter about the forthcoming survey and the newsletter has been circulated to the patient community.

2.3 Project Outline - Mike had emailed all members with an electronic version of the project outline as requested and received comments back. The project outline was sent to the respective WCC managers and agreement received in Public Health and Localities and Partnerships to provide initial project set up funding.

2.4 Project Plan - Mike has used the project outline document to develop a project plan which has been brought forward for consideration by the board at today's meeting.

3. Project Plan

3.1 Mike introduced the draft project plan for discussion by the group. A number of amendments were identified to the plan and the risk register. Following this and subject to the inclusion of the amendments the Board agreed the project plan. The role of the board was to monitor, review and facilitate the successful delivery of the project but also act in the capacity of a project team with direct

involvement in performing specific project tasks. Rachel and Mike, whilst still being Board members, are to act as project managers – reporting to the whole board.

3.2 The project plan was signed off by the Board.

4. Date of next meeting

4.1 It was agreed that there should be monthly project team meetings. Mike will send out some suggested dates.