Present:

Councillor Hoskin Lead Councillor for Health, Wellbeing & Sport, Reading Borough

(Chair) Council (RBC)

Mandeep Bains Chief Executive, Healthwatch Reading (substituting for David

Shepherd)

Councillor Brock Leader of the Council, RBC

Andy Ciecierski Clinical Director for Caversham Primary Care Network and

Clinical Lead for Urgent Care, Berkshire West CCG

Councillor Ennis Lead Councillor for Adult Social Care, RBC

Deborah Glassbrook Director of Children's Services, Brighter Futures for Children

(BFfC)

Paul Illman West Hub Group Manager, Royal Berkshire Fire and Rescue

Service

Meradin Peachey Director of Public Health Berkshire West Rachel Spencer Chief Executive, Reading Voluntary Action

Katie Summers Berkshire West Vaccination Lead and Director of Place

Partnerships, Berkshire West CCG

Councillor Terry Lead Councillor for Children, RBC

Also in attendance:

Kielan Arblaster Policy Officer, Alzheimers' Society
Katie Badger Public Health Programme Officer, RBC
Niki Barton Strategic Communications Manager, RBC

Ramona Bridgman Chair, Reading Families Forum

Karen Buckley Acting Consultant in Public Health, RBC

Niki Cartwright Interim Director of Joint Commissioning, Berkshire West CCG
Dom Hardy Chief Operating Officer, Royal Berkshire NHS Foundation Trust

(RBFT)

Amanda McDonnell Media & Communications Manager, RBC

Steve McManus Chief Executive, Royal Berkshire NHS Foundation Trust

Councillor Mpofu- RBC

Coles

Gail Muirhead Prevention Manager, Royal Berkshire Fire and Rescue Service

David Munday Consultant in Public Health, RBC

Councillor RBC

O'Connell

Bev Nicholson Integration Programme Manager, RBC

Jo Rice Dementia Connect Local Services Manager, Alzheimers' Society

Nicky Simpson Committee Services, RBC

Laura Vicinanza Regional Public Affairs and Campaigns Officer, Alzheimer's

Society

Melissa Wise Deputy Director for Commissioning & Transformation, RBC

Sarah Wise Primary Care Contract Manager, Berkshire West CCG

Apologies:

Seona Douglas Director of Adult Care & Health Services, RBC

Teresa Bell Independent Chair, West of Berkshire Safeguarding Adults

Partnership Board

David Shepherd Chair, Healthwatch Reading

1. MINUTES

The Minutes of the meeting held on 19 March 2021 were confirmed as a correct record.

2. QUESTION IN ACCORDANCE WITH STANDING ORDER 36

The following question was asked by Tom Lake in accordance with Standing Order 36:

a) **GP Phone Systems**

Last November/December South Reading Patient Voice carried out a survey of the experiences of older patients with regard to the new electronic forms of access to GP surgeries.

In the course of that work we discovered that a couple of pharmacies that we visited had patients who were failing to obtain repeat prescriptions for long term conditions, even to the extent of abandoning their medications. Difficulties in contacting their GP surgeries, to arrange repeat prescription or required medication reviews were the cause of this difficulty. We contacted Berkshire West CCG about this.

We would like to congratulate Reading Healthwatch on their investigation of this problem, which, as the paper on today's agenda shows, is illustrated by plentiful, eloquent evidence.

We would like to draw the Board's attention to the provision of telephone systems as a Systems Design problem. An inadequate system can leave its controllers unaware of the harsh difficulties being experienced by its users. It may be asking too much of a GP or practice manager to be the designer of a system which avoids such indirect communication bottlenecks.

Will the Board urgently call for an external review of the telephone systems in use at our GP surgeries to check that they present timely and representative management information in an easily accessed and digestible form so that patients' difficulties in gaining access are clear to the surgery management and their PPGs? Also to check capacity against demand.

REPLY by the Chair of the Health and Wellbeing Board (Councillor Hoskin):

Thank you for your question Mr Lake and I'm also very grateful for the attention that South Reading Patient Voice has been paying to this issue and ones about access to primary care in Reading.

In my role as chair of this board and Reading's lead councillor for Health I am taking a keen interest in the developing picture of access to primary care services in the changed world that the Covid pandemic ushered in. Work is taking place more widely around this and I am keen that this Board, the council, partners and residents input into that work.

A telephony project is underway which will evaluate the platforms being used by GP Practices with the aim of identifying the best telephony solutions to be deployed across sites. Once deployed it is envisaged that this will support

collaborative working across practices and Primary Care Networks, improve demand and capacity capabilities as well as greater resilience within primary care. The initial evaluation stage is due to be completed by March 2022.

3. IMPACT OF COVID-19 IN READING

David Munday, Niki Barton, Andy Ciecierski and Dom Hardy gave presentations and answered questions on the latest impact of the COVID-19 pandemic on Reading and how various services had responded. The presentation slides had been included in the agenda papers.

The presentations covered the following areas:

- Public Health information with details of the latest data on Covid-19, which included:
 - Data for Reading on confirmed cases of COVID-19 per 100,000 population compared to the South East and England and mortality per 100,000 population, as well as recent data on cases by age group and school-based cases, noting that the latest data was now showing 4.9% of individuals testing positive and 239.2 cases per 100,000 population, so both figures had reduced in the previous week. The highest numbers of cases were in the 19-24 age group and, although this had reduced in the most recent data, as restrictions were lifting, it was the lower age groups who did not have full vaccination cover whose numbers were higher.
 - Information on Covid vaccination in Reading, listing vaccination sites and showing the increase in vaccination rates, with Reading coverage improving over time and getting closer to the national and nearest neighbour comparators.
 - o Information about Step 4 in the Recovery Roadmap, based on government announcements on 5 and 6 July 2021.
- Communications Approach on Covid, giving examples of local communications planned from 19 July 2021, when Covid restrictions would be eased.
- NHS Berkshire West CCG information on the impact on Primary Care Services, including:
 - Increases in demand and changes to Access routes to GP services and the effects of these.
 - An update on plans for recovery, including the step down of the Respiratory Hub and planning for the autumn booster vaccinations.
 - o Continued work on remedial actions to address Primary Care demand.
- Royal Berkshire NHS Foundation Trust information on the current position and future modelling of Covid admissions and diagnoses and an update on key issues for the Trust, noting that there was currently a minimal Covid impact, with few admissions and low Covid hospital bed use, but a significant increase in A&E attendances and that good headway was being made on getting through the backlog of elective work.

Resolved - That the presentations be noted.

4. "FROM DIAGNOSIS TO END OF LIFE: THE LIVED EXPERIENCES OF DEMENTIA CARE AND SUPPORT" ALZHEIMER'S SOCIETY REPORT AND IMPLICATIONS FOR READING

Karen Buckley submitted a report with, attached, a report by the Alzheimer's Society "From Diagnosis to End of Life: The Lived Experiences of Dementia Care and Support". The covering report summarised current work in Reading on dementia and set out recommendations in the report to consider and take forward in Reading.

The report had appended:

Appendix 1 - Alzheimer's Society Report Executive Summary

Appendix 2 - Alzheimer's Society full report

Appendix 3 - Alzheimer's Society Local Authority Briefing "Recovery Planning for People Affected by Dementia" - June 2021

Kielan Arblaster (Policy Officer), Jo Rice (Dementia Connect Local Services Manager) & Laura Vicinanza (Regional Public Affairs and Campaigns Officer) from the Alzheimer's Society attended the meeting and Laura Vicinanza presented the Alzheimer's Society report.

The report from the Alzheimer's Society looked at four stages of NHS England's 'Well Pathway for Dementia' - Diagnosing Well, Supporting Well, Living Well and Dying Well. It explored in detail what NICE and the Government said people in England should be receiving at each stage of the dementia pathway and benchmarked it against the experiences of people affected by dementia.

The report explained that the Society had spoken with 75 people affected by dementia to better understand their experiences of care and support from pre-diagnosis to end of life. They had also spoken with a range of health and care professionals to identify the barriers to providing effective care. The research had revealed that people were not consistently receiving high quality, integrated care and support that enabled them to live well, with a recurring theme at each stage of the pathway being a sense of disjointed, fragmented care. Whilst there was good practice happening in parts of the country, and significant progress had been made on improving dementia care and support over the years, there was still work to be done.

The key finding was to improve the quality, consistency and integration of care for people living with dementia to better enable them to live well. However, the research had been done pre-COVID and so it was recognised that the dementia care pathway also needed to be improved as services continued to respond and recover from COVID. The report listed detailed issues and findings and set out recommendations for each of the four stages of the pathway; diagnosing well, supporting well, living well, and end of life.

The covering report stated that making Reading a place where people could live well with dementia was one of the priorities under the current Reading Health & Wellbeing Strategy. Whilst some of the work on dementia had been impacted by COVID, efforts had continued to support diagnosis and support people with dementia and their carers. Services included memory clinics, dementia champions, dementia friends, dementia cafes and strategic work. However, there was more that could be done in Reading and, as response and recovery continued, the recommendations in the national report needed to inform the dementia actions in the new Berkshire West Joint Health and

Wellbeing Strategy. It was also noted that there was an existing Berkshire West Dementia Strategy but this was now out of date and needed to be refreshed.

It was noted at the meeting that there could be a big variation in dementia diagnosis rates in communities depending on ethnicity and other social and economic factors such as deprivation. For example, BAME communities tended to have lower diagnosis rates and in some communities there were no words for dementia and those words which were used were stigmatised and taboo. It would therefore be important to consider how addressing these issues would be factored in when developing the local dementia strategy. Jo Rice reported that there was an empowerment group of people with dementia in Berkshire West who could be involved in dialogue on and co-production of a new Dementia Strategy. Also, as the Manager of the local Dementia Care Advisory Service, she was already assisting in the creation of a dementia action plan in West Berkshire and she would be happy to help with a Reading plan.

Resolved -

- (1) That the report and the recommendations in the Alzheimer's Society report be noted and further conversations and work with the Alzheimer's Society be welcomed;
- (2) That it be endorsed that dementia would be included as a theme within the action plan that would sit under the new Health & Wellbeing Strategy under Priority 2 "Support individuals at high risk of bad health outcomes to live healthy lives";
- (3) That it be endorsed that further work be carried out to refresh the Berkshire West Dementia Strategy and action plan;
- (4) That it be endorsed that the development of the Health & Wellbeing Action Plan should also consider Covid recovery, supporting people living with dementia and their carers to recover from the effects of the pandemic.

5. ROYAL BERKSHIRE FIRE & RESCUE SERVICE - READING BOROUGH LOCAL SAFETY PLAN 2021/22

Paul Illman and Gail Muirhead gave a presentation on the Royal Berkshire Fire & Rescue Service's (RBFRS) Reading Borough Local Safety Plan for 2021/22.

The presentation covered the following areas:

- Reading's Profile noting that people and communities facing health, financial
 and housing challenges were more likely to have fires in their homes and become
 injured and therefore the need for a focus on fire prevention
- Incidents Attended RBFRS had attended 1,578 incidents in Reading Borough in 2020, covering fires, road traffic collisions, other incidents and false alarms.
- Local Safety Plan analysis of local risks, data, demographics and trends had been done to create a targeted plan to reduce risks from fire and other emergencies
- Preventing Fires in the Home mostly cooking-related or electrical fires
- Preventing Other Fires working in partnership with other agencies to reduce deliberate fires and threats of arson

- Reducing the numbers of fires listing the ways RBFRS would do this, including delivering safe and well visits, fire safety education and targeted campaigns and using events and social media to reduce electrical and cooking fires
- · Preventing other emergencies road safety and water safety

Gail Muirhead said that RBFRS was working closely with partners to raise awareness of water safety. The number of drownings had increased in lockdown as people had visited waterways rather than going on holiday and people were expected to increasingly visit waterways and surrounding areas as lockdown eased and people needed to be more aware of potential risks, such as jumping off bridges. A Water Safety Partnership had recently been established in West Berkshire and it was suggested that a similar partnership could be set up in Reading.

Resolved -

- (1) That the presentation be noted;
- (2) That the West Berkshire Water Safety Partnership model be explored to see how it was working and what could work for a Reading Water Safety Partnership.

6. BERKSHIRE WEST JOINT HEALTH AND WELLBEING STRATEGY - UPDATE ON DEVELOPMENT

Further to Minute 6 of the meeting held on 22 January 2021, David Munday submitted an update report on the development of a Joint Health and Wellbeing Strategy for Berkshire West, including the process by which five priorities had been identified for the new strategy and giving details of the latest consultation on the draft strategy.

The report had appended:

- Appendix 1 the Berkshire West Health & Wellbeing Strategy Public Engagement Report
- Appendix 2 the draft Berkshire West Health & Wellbeing Strategy

The report explained that public engagement, on the shortlist of potential priorities for the strategy which had been set out in the report to the 22 January 2021 meeting, had been carried out between 4 December 2020 and 28 February 2021 and the following five priorities had been selected through this engagement process:

- Reduce the difference in health between different groups of people;
- Support individuals at high risk of bad health outcomes;
- Help children and families during the early years of life;
- Promote good mental health and wellbeing for all children and young people;
- Promote good mental health and wellbeing for all adults.

There had been consensus across the three boroughs on the top five priorities from the shortlist and a draft strategy had now been developed around this selection of strategic priorities. There was ongoing engagement to develop Delivery Groups and Action Plans for each of the three localities, in support of the new Strategy, and these would then be brought to the Health & Wellbeing Boards for adoption.

The report gave details of the online survey on the proposed priorities for the new strategy, which had been hosted on West Berkshire Council's website with links published on the Reading and Wokingham local authority websites. It stated that a formal public consultation on the draft strategy itself had been launched on 23 June 2021 and would be running for six weeks through to 3 August 2021. As previously, an online survey was being hosted by West Berkshire Council and Reading Borough Council had published and promoted the link. Given the breadth of previous engagement, it appeared unlikely that the further consultation would indicate any need to make substantial changes to the priorities in the strategy, but feedback would be used to refine language, clarify aims and so help with the development of Action Plans.

Resolved - That the progress towards finalising a Berkshire West Health and Wellbeing Strategy 2021-30 be noted.

7. HANGING ON - A REPORT ON GP PHONE ACCESS FOR READING PEOPLE IN THE SPRING OF 2021 - HEALTHWATCH REPORT

Mandeep Bains submitted a report setting out the findings of an online survey conducted by Healthwatch Reading between 25 March and 25 April 2021, which aimed to find out what was happening when local people phoned their doctor's surgery during the latter stages of England's third Covid lockdown.

The survey had been run at the request of Healthwatch's board of volunteers with an interest in health and care services after they had raised concerns that people were experiencing long waits trying to get through to book appointments, despite the local NHS telling the public that GPs were 'still there for you' during the pandemic, and the survey had been extended to investigate GP phone access more widely. The survey had been run online but giving people the option to phone in their answers if they did not have internet access or needed help completing it.

The survey had been answered by 339 people, mostly Reading residents. The responses had shown more than half had found phoning their GP surgery difficult, with the majority of negative experiences reported by people living south of the river. Many comments of frustration about phone systems had been received, as well as some worrying case studies about barriers to face-to-face appointments with GPs that affected people's health. A smaller number of people feared that Covid was being used as an excuse to normalise phone-only access to doctors.

Positive comments about certain practices had also been received, praising polite and helpful staff and 'amazing' doctors and clinical care.

Full details of the survey findings were set out in the report, including case studies and quotes from patients, as well as discussion of the results, covering:

- Survey method and sample
- Comparisons with other research
- Covid pressures and resources
- Phone systems, triage and online access
- Health inequalities
- Lack of face-to-face consultations

As the success of the Covid vaccination programme was helping open up society, Healthwatch Reading recommended that GP services started offering more face-to-face appointments and opened up access routes such as online booking for routine appointments in advance. If changed ways of working were to become permanent, these needed to be communicated clearly to the public to help reframe the relationship between doctors and patients in a post-lockdown world.

The report set out detailed recommendations to Berkshire West CCG, as the commissioners of GP services in Reading, and it had appended a response from the Director of Primary Care at Berkshire West CCG, addressing each of the recommendations and setting out the work being carried out to improve telephone access to primary care and further actions being taken following the survey report to improve patient experience in this area. Reference was also made at the meeting to the question on GP Phone Systems asked earlier in the meeting and the reply (see Minute 2 above).

Resolved -

- (1) That the report be noted;
- (2) That further information on how access to Primary Care was developing be requested to be submitted to a future meeting of the Board or to the Council's Adult Social Care, Children's Services and Education Committee as the Health Overview and Scrutiny Committee.

8. HEALTHWATCH READING ANNUAL REPORT 2020/21

Mandeep Bains submitted the 2020/21 Annual Report for Healthwatch Reading, which gave details of the work carried out by Healthwatch Reading in 2020/21.

The report explained who Healthwatch Reading were, set out highlights from the year, and detailed how Healthwatch had responded to the Covid-19 pandemic, including:

- Supporting asylum seekers placed in a Reading hotel and writing a report on their experiences
- Running targeted Zoom sessions about Covid vaccinations
- Carrying out a Lockdown 1 Survey

It gave details of how Healthwatch had provided people with information, advice and advocacy, striving to provide advocacy in challenging times.

The report also set out how Healthwatch had worked hard to influence the shape of future health and care services, including:

- Holding Reading focus groups to inform a new Berkshire West Health and Wellbeing Strategy
- Contributing to a five-borough Healthwatch-led review of health inequalities
- Responding with other local Healthwatch to Care Quality Commission plans on future regulation
- Jointly responding with other local Healthwatch to NHS England plans for integrated care systems
- Jointly responding with other local Healthwatch to government plans for A&E targets.

The report also gave details of Healthwatch Reading's finances, and set out its priorities for 2021/22:

- Understanding access to GPs as we move out of pandemic restrictions
- Ensuring people's voices are heard as commissioners focus on health inequalities
- Launching a hospital discharge experience project to see if services join up for people

Resolved -

- (1) That the report be noted;
- (2) That the Health and Wellbeing Board's thanks to the Healthwatch Reading team for their hard work, flexibility and responsiveness be recorded and passed to the team.

9. UPDATE REPORT ON THE BREATHING SPACE (MENTAL HEALTH CRISIS CAFÉ) FOR BERKSHIRE WEST

Further to Minute 7 of the meeting on 9 October 2020, Nicki Cartwright submitted a report giving an update on the progress made in setting up a Breathing Space (Mental Health Crisis Café) in Berkshire West and the services that would be offered.

The report explained that the review of mental health crisis services, which had been carried out from July 2019 to March 2020 and reported to the Board on 9 October 2020, had recommended setting up a Breathing Space for people in mental health crisis and the report set out why the service was needed.

The Breathing Space had been co-designed in partnership with people who would use the service and with the support and advice of Mental Health professionals. A service specification for the pilot site of the Breathing Space service had been drafted and approved and the procurement process had been completed in May 2021, with the contract being awarded to Together for Mental Wellbeing, a national charity which Berkshire West CCG already commissioned to provide local services at Berkshire West Your Way, working alongside people with mental health issues to help them lead fulfilling and independent lives.

The contract would start at the end of July 2021, premises had been obtained in Friar Street and the provider was furnishing them; it was reported at the meeting that the service would be opening at the end of September 2021.

'The Breathing Space' would be open each Friday to Monday in the evening (5pm - 11pm) including bank holidays, offering short term crisis support to people who had been advised to attend by a professional or who wanted to get in touch directly. It would provide a safe, supportive, inclusive and homely environment where people could talk to others who had had mental health problems and gain support by sharing their experiences.

The Breathing Space was for all adult residents of the three local authorities in Berkshire West, who were registered with a Berkshire West GP. There was, however, a 'no wrong door approach' to access, which meant that any young person (under 18) accessing the service would be offered immediate support according to operational protocols and signposted to appropriate Children and Young Person's services.

There would be a minimum of three non-clinical staff at the premises at all times, including a Team Leader and two Peer support workers. The service would be open to and encourage additional volunteers. The staff would have direct access to Crisis Line and Mental Health Practitioners at Berkshire Healthcare Foundation Trust (BHFT) and this post was currently being recruited by BHFT and should be operational by September 2021. BHFT were supporting the provider with the setup of the service and arranging the necessary joint working and to access clinical notes and support, including managing of risk.

The model would use a recovery approach, which encouraged self-care and well-being. It would offer 1:1 therapeutic support for all service users including a digital offer for remote areas. There would be refreshments available, and people could also use the space to have a break from the outside world when all became too much, with volunteer peer supporters, who had all had their own experiences of mental health crisis, available for support and to listen.

Visitors would be helped to access community resources such as the recovery colleges or secondary care mental health services, and it was hoped the service would provide better and timely support for people experiencing mental distress, as well as help ease pressure on the hospital's Emergency Department and other emergency services.

The CCG would collect and use qualitative feedback and quantitative reports to improve the service and understand the impact it was having on the wider crisis response and the demography and social make-up of people accessing the space, to aid future planning and interventions. The aim was to support a 15% reduction in urgent mental health.

Resolved - That the report be noted.

10. CQC READING LOCAL SYSTEM REVIEW (JANUARY 2019) - ACTION PLAN CLOSURE

Melissa Wise presented a report which explained that the Care Quality Commission (CQC) had led a Local System Review across Health and Social Care system in Reading during October 2018. The focus of the Review had been on services for older people 65 and over. Progress on the resulting Action Plan, produced in January 2019, had been reported previously to the Health and Wellbeing Board and the actions agreed with system partners had been completed and the Action Plan was now closed.

The final update would be submitted to the Department of Health & Social Care with a recommendation to close the CQC Action Plan, which was attached at Appendix 1 to the report.

Resolved -

- (1) That it be noted that the actions identified from the CQC System Review had been completed;
- (2) That it be noted that the final System Action Plan would be sent to the Department of Health & Social Care with a recommendation that the review be closed.

11. ICP UNIFIED EXCECUTIVE - JUNE CHAIR'S REPORT

Andy Ciecierski presented a report on a new standing item for the Board, giving an update from the Chair of the Integrated Care Partnership (ICP) Unified Executive on discussions and developments at the most recent meeting of the Unified Executive, held on 10 June 2021.

The report addressed the following key points:

- Update from BOB ICS System Leader's Group
- ICP Priorities 2021/22
- Future Development of Place

Resolved - That the report be noted.

12. BETTER CARE FUND 2020/21 END OF YEAR RETURN

Bev Nicholson submitted a report outlining the progress made and assurance of spend in respect of the Better Care Fund (BCF) 2020/21 in the form of an End of Year Return. The report provided assurance that the BCF National Conditions had been met in respect of the BCF funding and the return had been submitted in line with the deadline of 24 May 2021.

The report stated that the Executive Director of Adult Social Care and Health, Seona Douglas, in consultation with the Lead Member for Health, Wellbeing and Sport, Cllr Graeme Hoskin (Chair of the Reading Health and Wellbeing Board) had approved the return on behalf of the Reading Health and Wellbeing Board and it had been submitted by the deadline.

The Better Care Fund End of Year return for the period from 1 March 2020 to 31 March 2021 was attached at Appendix 1.

Resolved -

- (1) That the contents of the End of Year Return for Better Care Fund 202/21 and the compliance with the BCF National Conditions be noted;
- (2) That it be noted that the return had been formally signed off and submitted by the deadline of 24 May 2021.

13. INTEGRATION PROGRAMME UPDATE

Bev Nicholson submitted a report giving an update on the Integration Programme and on progress made against the delivery of the national Better Care Fund (BCF) targets for the financial year so far. The Reading Integration Board (RIB) Programme Plan, signed off at the RIB meeting on 16 June 2021, was appended for information.

The report gave details of the four national BCF targets and explained that the targets had been met in all but the reablement target, and further details were set out in the report.

The report stated that the RIB was also keen to progress with a number of Health Inequalities-focused projects in addition to the existing schemes funded through the

BCF. A working group had been formed to identify three to four projects that would be supported by the Integration Board and feed into the wider Health and Wellbeing Board, Integrated Care Partnership (ICP) and Integrated Care System (ICS) priorities.

A Voluntary Care Sector Forum had also commenced, in collaboration with Reading Voluntary Action, to enable the voluntary sector to engage with the ongoing development of the Reading Integration Programme and the Health Inequalities focused projects.

Resolved - That the report and progress be noted.

14. HEALTH AND WELLBEING DASHBOARD - JULY 2021

David Munday submitted a report giving an update on the Health and Wellbeing Dashboard (Appendix A), which set out local trends. The report therefore gave an overview of performance and progress towards achieving local goals as set out in the 2017-20 Health and Wellbeing Strategy.

The report summarised the performance against the eight priority areas in the Action Plan and paragraph 2.1 of the report set out details of updates to the data and performance indicators which had been included in the Health and Wellbeing dashboard since the last report.

The report explained that the Health and Wellbeing Dashboard would be reviewed in future to reflect the priorities in the new 2021-2030 Health and Wellbeing Strategy, following completion of the consultation period in August 2021.

Resolved - That the report be noted.

15. DATE OF NEXT MEETING

Resolved - That the next meeting be held at 2.00pm on Friday 8 October 2021.

(The meeting started at 2.00pm and closed at 5.05pm)