

East Sussex LINK Work Programme (Sep 2009)

The East Sussex Work Programme has been designed to reflect the needs and concerns of the people who live and work in East Sussex and on its boundaries. It is a rolling programme and will be updated quarterly by the Core Group. It is divided into four categories:-

■ Focus Groups

These have been set up in response to issues that we have received from members of the public and are very important to us. Each group will have terms of reference, a membership which includes volunteers and some support from the Host Team and will remain active as long as is necessary. Activities and progress are reported and monitored through the Core Group and we hope more individuals and groups will express an interest in joining them. New groups will be set up when there is sufficient demand and capacity.

■ Sub Groups

These are on-going groups which support the work of the LINK. Each sub group has own terms of reference and their progress and feedback is reported regularly through Core Group meetings. Membership includes Core Group members, volunteers and members of the Host Team. They will remain small groups and are unlikely to increase in number.

■ Representation

LINKs is asked to attend many Countywide and Locality Groups. Requests come to us through the Host Team and we try to find appropriate members to attend who need to understand their role and the way the LINK operates. We are intending to put training in place for those who wish to represent us and have clear understanding with our partners about representation, expenses and report writing. Development of joint working protocols. All representatives are confirmed by the host organisation and have received agreed protocols for attending meetings as a LINK representative. Roles of confirmed representatives are key players in collecting statistical information and monitoring performance of services.

■ Monitoring

Most of the other three categories contain an element of monitoring, but this category includes specific developments we have agreed to “keep an eye on” and also the monitoring of the LINK itself. The Host is monitored by the Local Authority and the LINK Core Group and participants. During year 2 the Core Group will also need to monitor its own work through the work programme and the views of our partners and the community.

If you would like to know more about the work of the LINK and its work programme or would be interested in joining one of the groups listed below please contact Elizabeth Mackie, Manager, Host Team, on 01323 514510, 1 Faraday Close, Eastbourne, BN22 9BH or manager@thecountylink.net.

■ Focus Groups: Children and Young People (CYP)

Task	Action	Allocated	Progress	Outcome	Review
<p>Focus group – Children and Young People (CYP)</p> <p>Involvement of children and young people in health issues.</p>	<p>Taken within terms of reference for group.</p> <ul style="list-style-type: none"> • Ensure CYP are included in all LINK work programme regardless of topic. • At Strategic level, identify priorities and engage in future planning. • Identify main priorities from Youth Cabinet such as anxiety and depression, sexual health, drug abuse and mental health. • Own web page on LINK website, set up live web chats. • Use Face book, texting, and blogs as methods of communication. • Use Virtual School bag to disseminate information to schools and parents. • Arrange visit to hospitals to view Children’s wards and how young people are allocated beds within general wards • Gather and report key issues affecting young people to the core group 	<ul style="list-style-type: none"> • Sue Weiner (lead person) • Wider Participants • Val Young 	<ul style="list-style-type: none"> • Draft action plan written and circulated. • Draft leaflet circulated. • Presentation to Youth Cabinet – Sept 08. • Child Protection training booked. • Website Page under development. • Facebook page set up. • Engagement event – Mar 2010. • Enlist more professionals with planning and participating in event • Follow up questionnaire 	<ul style="list-style-type: none"> • Involvement of wider participants. • Young people contributed to the DVD • Ensuring the needs of younger people and their families are heard. • Implement agreed Action plan for LINK involvement. 	<p>Every 3 months</p>

■ Focus Groups: Out of Hours

Task	Action	Allocated	Progress	Outcome	Review
<p>Focus Group – Out of Hours</p> <p>Consideration of out of hours services offered by:</p> <ul style="list-style-type: none"> • NHS Direct • South East Health Ltd • Walk In Centres across County • South East Coast Ambulance Trust <p>Access for those in rural areas.</p>	<p>Taken within terms of reference for group</p> <ul style="list-style-type: none"> • Research current reports on all out of hours services. • Review PPIF Legacy issue. • Consult LINK issues list. • Seek community view of service across County. • Involve wider participants. • Partnership working with out of hours providers. • Formulate action plan. • Present action plan to Core Group for endorsement. • Put action plan in place. • Liaise with DL LINK rep on Hospital Board meetings on issues arising. • Look at data supplied to the LINK on Hospital Statistics 	<ul style="list-style-type: none"> • June Jarrett (lead person) • Maureen Lawrence • Wider participants • Jan Cutting 	<ul style="list-style-type: none"> • Initial meeting on 20.3.09. • Formulate, agree action plan and terms of reference. 	<ul style="list-style-type: none"> • Understanding of current out of hours services across the County. • Effective partnership working with out of hours providers. • Implement agreed action plan for LINK involvement. 	Dec 2009

■ Focus Groups: Dentistry

Task	Action	Allocated	Progress	Outcome	Review
<p>Focus group – Dentistry</p> <ul style="list-style-type: none"> • Commissioning of services. • Review access to NHS services. • Dentistry Board or lead contact. 	<p>Taken within terms of reference for group</p> <ul style="list-style-type: none"> • Review and commissioning of dental services. • Contribute to HOSC monitoring of dental issues. • Gather issues and views from across the county as well as local issues • Feedback to Core Group • Submit reports to the Library for cataloguing 	<ul style="list-style-type: none"> • Geoff Thomas (lead person) 	<ul style="list-style-type: none"> • Attendance at meetings. 	<ul style="list-style-type: none"> • LINK input into this process. 	<p>End TBA. Nov 09</p>

■ Focus Groups: Cross Border Working

Task	Action	Allocated	Progress	Outcome	Review
<p>Focus group – Cross Border Working</p> <ul style="list-style-type: none"> • Overview of concerns, issues and activities between partners in the South East. 	<p>Taken within terms of reference for group</p> <ul style="list-style-type: none"> • Co-ordinate communication and partnership working through LINK regional lead, Strategic Health Authority and South East Coast Ambulance Service • Positive action on issues raised by the community. • Response to specific issues (IR01, 35, 36, 40, 43, 44, 45, 46) raised by the community. 	<ul style="list-style-type: none"> • Janet Colvert • Elizabeth Mackie • Brian Rockell • David Bold • Len Ashby 	<ul style="list-style-type: none"> • First meeting taken place (24.1.09), report published, action plan to be developed. • South East colleagues agreed that a further meeting should take place in September 09. • Implement action plan. 	<ul style="list-style-type: none"> • Good strategic relationships. • Joint working where appropriate. • Evidence of response to community needs. 	<p>Jan 2010</p>

■ Focus Groups: Putting People First

Task	Action	Allocated	Progress	Outcome	Review
<p>Focus group – Putting People First</p> <ul style="list-style-type: none"> Looking at priorities identified and work with partners to address concerns Monitor Implementation of Putting People First. Programme 	<p>Taken within terms of reference for group</p> <ul style="list-style-type: none"> Recruit participants. Gather views and comments Collate views and comments and feedback outcomes Address issues/concerns Feedback to the community 	<ul style="list-style-type: none"> Val Young (Host Team) Theresa Hodge 	<ul style="list-style-type: none"> Themed meetings in public across the county to gather more views & agree priorities publish Local report after each meeting. Meeting in Public 9th September Hastings Meeting in Public 3rd November 2009 	<ul style="list-style-type: none"> End of year summary giving countywide view. Share with partners and the community any recommendations made 	<p>Mar 2010</p>

■ Focus Groups: Mental Health

Task	Action	Allocated	Progress	Outcome	Review
<p>Focus group – Mental Health</p> <ul style="list-style-type: none"> Looking at priorities identified and work with partners to address concerns Monitor Implementation of Putting People First. Programme 	<p>Taken within terms of reference for group</p> <ul style="list-style-type: none"> Recruit participants. Gather views and comments Collate views and comments and feedback outcomes Address issues/concerns Feedback to the community Identify priorities to take forward 	<ul style="list-style-type: none"> Jan Cutting (Host Team) Ivy Elsey Wider Participant recruited 3rd November 2009 	<ul style="list-style-type: none"> Themed meetings in public across the county to gather more views & agree priorities publish Local report after each meeting. Meeting in Public 9th September Hastings Meeting in Public 3rd November 2009 	<ul style="list-style-type: none"> End of year summary giving countywide view. Share with partners and the community any recommendations made 	<p>Mar 2010</p>

■ Focus Groups: Commissioning

Task	Action	Allocated	Progress	Outcome	Review
<p>Focus group – Commissioning</p> <ul style="list-style-type: none"> • Monitor the commissioning agenda • Including World Class Commissioning • Practice Based Commissioning • Work with partners to address concerns 	<p>Taken within terms of reference for group</p> <ul style="list-style-type: none"> • Build relationships to influence the commissioning agenda • Gather views and comments • Address issues/concerns • Feedback to the community 	<ul style="list-style-type: none"> • Geoff Thomas (Lead) • Sue Weiner • Alan keys • Janet Colvert • Wider Participants 	<ul style="list-style-type: none"> • Established Oct 09 • Meeting booked with Chair PCT's 7th December 2009 	<ul style="list-style-type: none"> • Report and Feedback to Core Group • Share with Partners and the community any recommendations made 	<p>Mar 2010</p>

■ Sub Groups: Training

Task	Action	Allocated	Progress	Outcome	Review
<p>Sub group – Training</p> <p>Year 2 targets:</p> <ul style="list-style-type: none"> • Use of Skills Audit forms to inform training needs • Circulate training plan to all participants & upload to website • LINK Induction workshops in local areas delivered by Development Workers • Building relationships with partners • Identify training development needs as they arise 	<p>Taken within terms of reference for group – Agreed</p> <p>Year 2 action:</p> <ul style="list-style-type: none"> • SVA Training for all Authorised Reps • Media training • Training to be added to Core Group agenda X 3 within Y2 • Look at Core Group/Induction training for representatives from VCS • Working with LINKs ~ workshop for partners to understand and respond to reports and recommendations from LINK • Research availability of local and National training • Identify and plan for Understanding Cultural Differences training • Identify and Plan for Equalities and Diversity Training for Authorised Reps. 	<ul style="list-style-type: none"> • Maureen Lawrence • Vacancy • Host: EM 	<ul style="list-style-type: none"> • X4 Induction workshops arranged in Eastbourne • November 18th Ashburnham Place Working with LINKs 	<ul style="list-style-type: none"> • All targets for Year 1 achieved • Training for participants to enter and view services. 7th October Revised Module 1 • 6 Participants attended • Yearly training schedule in place. 	<p>Aug 2009</p> <p>Mar 2010</p>

■ Sub Groups: Finance

Task	Action	Allocated	Progress	Outcome	Review
<p>Sub group – Finance</p> <ul style="list-style-type: none"> • Monitor LINK governance budget. 	<p>Taken within terms of reference for group</p> <ul style="list-style-type: none"> • Oversee budget for each year. • Make recommendations to Core Group on expenditure. • Implement action and recommendations agreed by Core Group. 	<ul style="list-style-type: none"> • Geoff Thomas, Ray Barrett, Maurice Langham • Nick Tapp and Elizabeth Mackie for Host Team. 	<ul style="list-style-type: none"> • Quarterly meetings to review budget undertaken. 	<ul style="list-style-type: none"> • To ensure that the governance budget is not overspent. • To ensure the budget is spent within the guidelines and regulations set down for LINK to the benefit of the community of East Sussex and the promotion of the LINK. • Publish Accounts in Annual report • Annual budget review 	<p>Annual budget reviewed Aug 09</p> <p>No changes</p>

■ Sub Groups: Priorities

Task	Action	Allocated	Progress	Outcome	Review
<p>Sub group – Priorities</p> <ul style="list-style-type: none"> • Receive and process Issues raised from the community. • Assign issues to Focus Groups. • To respond to emergency decisions 	<p>Taken within terms of reference for group</p> <ul style="list-style-type: none"> • Agree working systems for management of Issues with Host Team. • Monitor Issues raised, prioritise and update issues working document. • Present Issues as a separate confidential Issues Working Document supplementary to work programme. • Present to and endorsed by Core Group. • Publish outcomes of issues raised. • Amend TOR to include emergency decisions process 	<ul style="list-style-type: none"> • Janet Colvert • Geoff Thomas • Maureen Lawrence • EM 	<ul style="list-style-type: none"> • Systems now in place to record and respond to issues raised. • Monthly review meetings. • Focus groups published for active recruitment. • Outcome published in Annual report. 	<ul style="list-style-type: none"> • Efficient resolution of Issues raised by the community. • Good working practices with statutory partners. • Feed back to the community. • Report to Core Group any emergency decisions made • Promote successes • Publish issues resolved – closed. 	<p>Mar 2010</p>

■ Sub Groups: IT

Task	Action	Allocated	Progress	Outcome	Review
<p>Sub group – IT</p> <ul style="list-style-type: none"> • Oversee IT requirements and support for Core Group representatives, wider participants • Promotion of LINK. • Host organisation responsible for Web Management System 	<p>Taken within terms of reference for group</p> <ul style="list-style-type: none"> • Website and Face Book updates • IT Support for individuals • Make recommendations to Core Group • Implement agreed actions • Development of Database • Develop web policy for participants to access website remotely • Train and support participants on web management system 	<ul style="list-style-type: none"> • Adrian Fairhead • Elizabeth Mackie 	<ul style="list-style-type: none"> • Website up and running. • Work linked with Finance sub group to provide appropriate resources. 	<ul style="list-style-type: none"> • Effectively resource communication between Core Group, staff and wider participants. • Wide ranging promotion of the LINK to a wider audience. • Website to inform statistical data to input Performance Monitoring. 	<p>Mar 2010</p>

■ Sub Groups: Policies

Task	Action	Allocated	Progress	Outcome	Review
<p>Sub group – Policies</p> <ul style="list-style-type: none"> • Establishment and review of policies and procedures for LINK. • Governance Pack 	<p>Taken within terms of reference for group</p> <ul style="list-style-type: none"> • Create new policies as required and present to Core Group for agreement. • Review Policies: Complaints, Reimbursement, Reward and Recognition, Communication and Engagement, Strategy, Decision Making, Whistle Blowing, Confidentiality, Codes of Conduct, Enter and view services. • Present revised policies to the Core Group for agreement. • Strategy for monitoring the implementation of policies. 	<ul style="list-style-type: none"> • Alan Keys • Dave Rogers • Vacancy • Host Team 	<ul style="list-style-type: none"> • Policies in place with review dates. 	<ul style="list-style-type: none"> • Ensure all policies required are in place and up to date. • Annual calendar of review dates. • Publish Governance Pack 	<p>As per individual documents</p> <p>Annual(Review Aug 09 – No change)</p> <p>Aug 2010</p>

■ Sub Groups: Communication and Engagement

Task	Action	Allocated	Progress	Outcome	Review
<p>Sub-group – Communication and Engagement</p> <ul style="list-style-type: none"> • Develop and organise events and meetings in public in consultation with Promotional Framework and Issues raised. • Promotion of the LINK • Publicity & Media • Develop Communication & Engagement Strategy 	<p>Taken within terms of reference for group</p> <ul style="list-style-type: none"> • Recommend number, venues and dates of meetings in public to Core Group. • Arrange and publicise meetings in public and events as per agreement of Core Group. • Recommend number, venues and dates of Events to Core Group. • Identify budget for events and meetings in public as appropriate, liaising with Finance sub-group and Host Team. • Promotional material. • Website. • Mail out/s. • Newsletter/publications. • Networking. • Recruitment of participants. • Outreach programme. • Joint LINK working. • Quarterly update from Development Workers at Core Group meeting. • Engage with the media. 	<ul style="list-style-type: none"> • Vacancy • Host team 	<ul style="list-style-type: none"> • Advertising for more participants. • Review of last year’s meeting and events. • Promotional DVD 	<ul style="list-style-type: none"> • Engaging with the community. • Ensure all geographical areas are fairly visited. • Publicise and promote the LINK. • Inform the community of the work of the LINK and our statutory partners. • Gather views from the community. • Engaging with the wider community to ensure the LINK reflects its full diversity. • Raise the profile of the LINK within the community. 	Sept 09

■ Sub Groups: Information Management

Task	Action	Allocated	Progress	Outcome	Review
<p>Sub group - Information management</p> <ul style="list-style-type: none"> Assess incoming data. Manage data 	<p>National and local levels:</p> <ul style="list-style-type: none"> Looking at documents. Picking up issues. Recognising good practice. Posing questions. Look at DoH guidelines. Care Quality Commission. Consultations. Children and Young People's Plan. Local Issues. Adult Social Care Business Plan. Commission Strategy. Local Area Agreements. Cross Boundary working. NHS data Develop Library resource. Manage information supplied by representatives at various board meetings 	<ul style="list-style-type: none"> Host Team (as required) Wider participants Geoff Thomas Margaret Stanton 	<ul style="list-style-type: none"> Develop a strategy for managing data to enable the LINK to identify areas of concern, good practice and progress. Develop Library based in Link office and parallel system based on website 	<ul style="list-style-type: none"> Regular use of data as a monitoring tool. Regular use of Data as research to inform Information Gathering and identifying trends 	Sep 2010

■ Sub Groups: Management of Visits to enter and view services

Task	Action	Allocated	Progress	Outcome	Review
<p>Sub group - Management of Visits to enter and view services</p> <ul style="list-style-type: none"> • Authorise representatives to enter and view services. • Training of Authorised Representatives. • Oversee programme. • Agree pilot project with Adult Social Care 	<ul style="list-style-type: none"> • Preparation of checklist. • ID Badges. • CRB and ISA checks. • Audit check on decision made. • Training needs (link with training subgroup). • Publish names of Authorised Representatives. 	<ul style="list-style-type: none"> • Host Team 	<ul style="list-style-type: none"> • Checklist and protocol for entering and viewing services (with time lines) in place. • CRB checks undertaken. • Safeguarding Vulnerable Adult training identified. • Module 1 training conducted. • List of current Authorised Representatives publically announced and published. • Training Module reviewed. • Pilot project current. • System revised and circulated to partners • Undertake Work commissioned by Health Overview Scrutiny Committee (HOSC) 	<ul style="list-style-type: none"> • Publish reports of visits made. • Publish names of Authorised Representatives. 	

■ Representation: Local Strategic Partnership (Health) Boards

Task	Action	Allocated	Progress	Outcome	Review
<ul style="list-style-type: none"> • Participation at Partnership Boards. • Monitor of Local Area Agreement Health related targets. 	<ul style="list-style-type: none"> • Lewes and Wealden HIMP (Health Improvement Partnership) • Rother HIMP • Eastbourne HIMP • Hastings HHPB (Healthier Hastings Partnership Board) 	<ul style="list-style-type: none"> • Sue Weiner • Tony Moore • Margaret Stanton • Ray Barrett 	<ul style="list-style-type: none"> • Representatives in place and attending meetings. • Updates of LINK progress • Receipt of meeting papers. 	<ul style="list-style-type: none"> • Regular slot allocated on all agendas. • LINK representatives to report key issues back. • Input into strategic health documents and commissioning plans. • Networking with a wide range of strategic and voluntary and community sector partners at a local level. • Gather and report issues to Priorities Group for action. 	<ul style="list-style-type: none"> Effectiveness on annual basis. Attendance monitored regularly. Reports monitored by chair.

■ Representation: East Sussex Strategic Partnership Assembly

Task	Action	Allocated	Progress	Outcome	Review
<p>Representation – East Sussex Strategic Partnership Assembly</p> <ul style="list-style-type: none"> Monitoring East Sussex Area Agreement health targets. 	<ul style="list-style-type: none"> Attend meetings. Report to Core Group any issues. 	<ul style="list-style-type: none"> Elizabeth Mackie 	<ul style="list-style-type: none"> Attendance at bi-annual meetings. 	<ul style="list-style-type: none"> Gather and report issues to Priorities Group for action. Input into strategic health documents and commissioning plans. Networking with a wide range of strategic and voluntary and community sector partners at a County level. 	<p>Annual</p>

■ Representation: Primary Care

Task	Action	Allocated	Progress	Outcome	Review
<p>Representation – Primary Care</p> <ul style="list-style-type: none"> • NHS East Sussex Downs and Weald PCT Board • NHS Hastings and Rother PCT Board • Countywide Patient and Public Involvement steering group (PCT's) • Maternity Development Group (short term group) <p>Practice Based Commissioning</p> <ul style="list-style-type: none"> • Identify key priorities of NHS East Sussex Downs & Weald and NHS Hastings & Rother with relation to Practiced Based Commissioning 	<ul style="list-style-type: none"> • Attendance at meetings • Attend Meetings • Attend and participate in the meetings to feed in the views of the public. • Report back to the Core Group after every meeting, gathering the views of the members • NHS Hastings & Rother • NHS East Sussex Downs & Weald • Attendance at relevant PBC Board • Interaction with Practice Participation Group 	<ul style="list-style-type: none"> • Margaret Stanton • Geoff Thomas • Janet Colvert • Ray Barrett, • Alan Keys (attending) • Maureen Lawrence • Geoff Thomas • Alan Keys 	<ul style="list-style-type: none"> • Gather and report issues to Priorities Sub Group. • Share information on patient engagement issues. • Attendance at meetings. • Report to Core Group, debate and decisions fed back. • Training need identified with regard to commissioning 	<ul style="list-style-type: none"> • Understanding of work of both PCT's. • Awareness of new developments, initiatives and constraints. • Involvement and influence in commissioning. • Ensuring local views are always taken into account. • Increase joint working. • Ensure the views of the public are heard and considered by the PCT's when coming to decisions on the implementation of the Independent Reconfiguration Group's recommendations. • Safe, effective maternity, gynaecological and baby services are in place. • Ensuring that patient views are considered in all aspects of commissioning • Greater understanding of the new commissioning structures • Develop a relationship with Practice Participation Groups. • Feedback and inform Core Group of any new developments and initiatives. 	<p>Jan 2010</p> <p>Apr 2009</p> <p>Mar 2010</p>

Representation: Primary Care

Task	Action	Allocated	Progress	Outcome	Review
<p>Representation – Primary Care</p> <p>East Sussex Community Health Services Committee (ESCHSC)</p> <ul style="list-style-type: none"> • NHS East Sussex Downs and Weald PCT Board • NHS Hastings and Rother PCT Board 	<ul style="list-style-type: none"> • Attendance at meetings: • Bi Monthly • Report back to the Core Group after every meeting, gathering the views of the members • Terms of Reference Provided. 	<ul style="list-style-type: none"> • Margaret Williams 	<ul style="list-style-type: none"> • Agree the PCT provider (East Sussex Community Health Services) Strategy and Business Plan for ratification by PCT Boards • Attendance at meetings. • Report to Core Group 	<ul style="list-style-type: none"> • To Be Advised 	<p>Last Review March 2009</p>

Representation: Acute Hospital Trust Board

Task	Action	Allocated	Progress	Outcome	Review
<p>Representation – Acute Hospital Trust Board</p> <ul style="list-style-type: none"> NHS East Sussex Hospitals Trust Board. Monitor pathways of care and interaction with Adult Social Care. 		<ul style="list-style-type: none"> David Lawrance 	<ul style="list-style-type: none"> Attends meetings 	<ul style="list-style-type: none"> Positive interaction at Executive level. Reporting and reviewing progress on hospital targets, issues and new initiatives Ensuring that patients and public are consulted Gather and report to priorities Sub Group any issues. 	Nov 09
<ul style="list-style-type: none"> Patient Experience and Public Involvement Committee 	<ul style="list-style-type: none"> T O R East Sussex Hospitals NHS Trust Apply 	<ul style="list-style-type: none"> June Jarrett 	<ul style="list-style-type: none"> Attendance at meetings. 	<ul style="list-style-type: none"> Minutes available 	

■ Representation: Acute Mental Health

Task	Action	Allocated	Progress	Outcome	Review
<p>Representation – Acute Mental Health</p> <ul style="list-style-type: none"> Sussex Partnership NHS Foundation Trust 	<ul style="list-style-type: none"> Quarterly strategic meeting with the Chair of the Trust and Cross Border LINK Chairs. 	<ul style="list-style-type: none"> Janet Colvert 	<ul style="list-style-type: none"> First meeting – 3 April 2009. Induction Training Day planned 	<ul style="list-style-type: none"> Appropriate partnership working and sharing of information. Opportunity to raise issues. Good communication between partners across boundaries. 	<p>July 09 Sep 09</p>

■ Representation: East Sussex County Council (ESCC) Adult Social Care

Task	Action	Allocated	Progress	Outcome	Review
<p>Representation – East Sussex County Council (ESCC) Adult Social Care</p> <ul style="list-style-type: none"> • Learning Disability Partnership Board • Mental Health Re-commissioning Project • Intermediate Care Group • Community Equipment Review • Dementia Strategy • Older Peoples Partnership Board (see Older Peoples Activity Group) • Safeguarding Board 	<ul style="list-style-type: none"> • Overview Scrutiny Review 	<ul style="list-style-type: none"> • Ivy Elsey • Dave Rogers • Ivy Elsey • Janet Colvert • Ivy Elsey • Ivy Elsey • C/O Janet Colvert 	<ul style="list-style-type: none"> • Attendance at meetings and reports received. • Gather & report issues to Priorities Sub Group • Challenge PPI involvement. • Six monthly update to Core Group. 	<ul style="list-style-type: none"> • Developing new relationships with adult social care and how best to work together • Ensuring the voice of the community is heard • Responding to issues raised. • PPI involvement from the beginning of all new initiatives. • Appropriate involvement in the development and implementation of social care strategies. 	Nov 2009

■ Representation: Ambulance Services

Task	Action	Allocated	Progress	Outcome	Review
<p>Representation - Ambulance Services</p> <ul style="list-style-type: none"> • South East Coast Ambulance NHS Trust (SECAMB) • Application in Place for Foundation Status 	<ul style="list-style-type: none"> • Attendance at SECAMB meetings. • Key contact – Louise Hutchinson (LINK Liaison Group) 	<ul style="list-style-type: none"> • Brian Rockell • David Bold 	<ul style="list-style-type: none"> • Discussions with regard to joint working. • Gather and report issues to Priorities Sub Group 	<ul style="list-style-type: none"> • Attendance and feedback from SECAMB meetings. • Good partnership working. • Communicate Cross boundary issues. • Updating the LINK as the role of the ambulance service changes with regard to delivery of care. 	Nov 2009

■ Representation: Community Networks

Task	Action	Allocated	Progress	Outcome	Review
<p>Representation - Community Networks</p> <ul style="list-style-type: none"> • Wealden Comnet • Lewes Town Forum • Eastbourne Community Network • Hastings Community Network • Muddy Boots (Battle) • Bexhill Community Network • Rye Community Network • Hastings and Rother Health and Social Care Forum • East Sussex Disability Participation Group • Speak Up Forum 	<ul style="list-style-type: none"> • Receive minutes and attend when can:- • Working with local community networks. • Ensuring the health and social care agenda is recognised. • Considering the local issues and influencing at LSP level. 	<ul style="list-style-type: none"> • Val Young • Jan Cutting • Host Organisation 	<ul style="list-style-type: none"> • The importance of representation at this level is recognised. How to take this forward effectively is being considered. 	<ul style="list-style-type: none"> • Greater understanding of the role of Community Networks in relation to setting and monitoring health and social care targets set within Local Area Agreements. • Greater understanding of joint working between Community Networks and the LINK. 	<p>May 2010</p>

■ Representation: Overview and Scrutiny Committee

Task	Action	Allocated	Progress	Outcome	Review
<p>Representation – Overview and Scrutiny</p> <ul style="list-style-type: none"> • Health Overview and Scrutiny Committee • Adult Social Care Overview and Scrutiny Committee. 	<ul style="list-style-type: none"> • Attend meetings, regular LINK update given. • Report to Core Group any issues • Participation in meetings 	<ul style="list-style-type: none"> • Chair – Janet Colvert • Chair - Janet Colvert 	<ul style="list-style-type: none"> • Good joint working relationship established. • Protocols for formal referrals in place. 	<ul style="list-style-type: none"> • LINK contribution to the scrutiny process. • Opportunity to share information supplied by the statutory partners at the request of the Scrutiny committee. 	Nov 2009

Representation: Brighton and Sussex University Hospital Trust (BSUH)

Task	Action	Allocated	Progress	Outcome	Review
<p>Representation – Brighton and Sussex University Hospital Trust (BSUH)</p> <ul style="list-style-type: none"> Partnership working with regard to 3T modernisation project. 	<ul style="list-style-type: none"> Attendance at meetings – first workshop on 9.2.09. 	<ul style="list-style-type: none"> David Lawrance 	<ul style="list-style-type: none"> Attendance at meeting. 	<ul style="list-style-type: none"> Public and Patient representation for those living in East Sussex and using the services of the BSUH. Report of meetings. Report of issues and items for consultation to the core group and community as appropriate. Feedback views of core group and community as appropriate. 	Annual

■ Monitoring: Monitoring Development of Primary Care Centres NHS Hastings and Rother)

Task	Action	Allocated	Progress	Outcome	Review
<p>Monitoring - Monitoring Development of Primary Care Centres NHS Hastings and Rother)</p> <ul style="list-style-type: none"> • Station Plaza with Walk In Centre • Silverhill • Ore Valley 	<ul style="list-style-type: none"> • Participation in Public and Patient Involvement Group – monitor development. • Watching brief 	<ul style="list-style-type: none"> • Vacancy • Ray Barrett • Ambrose O’Boyle • Jan Cutting 	<ul style="list-style-type: none"> • Attendance at meetings with reports. • Attendance at site visit for Ore. 	<ul style="list-style-type: none"> • Input the community view into planning of the primary care centres and walk in centre. 	<p>When project ends</p>

■ Monitoring: NHS East Sussex, Downs and Weald

Task	Action	Allocated	Progress	Outcome	Review
<p>Monitoring - NHS East Sussex, Downs and Weald</p> <ul style="list-style-type: none"> • Devonshire Ward with Walk In Centre 	<ul style="list-style-type: none"> • Monitor development • 2 meetings – feedback patients views 	<ul style="list-style-type: none"> • Margaret Stanton • Elizabeth Mackie 	<ul style="list-style-type: none"> • Initial enquires with regard to public involvement 	<ul style="list-style-type: none"> • Input of community view into planning of the primary care centre and walk in centre. 	Completed

■ Monitoring: Care Quality Commission-Project Workshop

Task	Action	Allocated	Progress	Outcome	Review
Monitoring - Care Quality Commission-Project Workshop	<ul style="list-style-type: none"> • Workshop planned 24th September 2009 	<ul style="list-style-type: none"> • Maureen Lawrence • Ivy Elsey • June Jarrett • Elizabeth Mackie (Host Organisation) 			6 months

■ Monitoring: Understanding of Agreement between the Core Group and the Host Team

Task	Action	Allocated	Progress	Outcome	Review
<p>Monitoring - Understanding of Agreement between the Core Group and the Host Team</p> <ul style="list-style-type: none"> • Have a greater understanding of each other's roles and responsibilities. 	<ul style="list-style-type: none"> • Host Team to compile document.. • Present to Core Group. • Implement once agreed. 	<ul style="list-style-type: none"> • Host Team 	<ul style="list-style-type: none"> • Agreed 	<ul style="list-style-type: none"> • Joint working agreement. • Knowledge of Host Team roles. 	<p>Aug 2010</p>

■ Monitoring: Opticians Services

Task	Action	Allocated	Progress	Outcome	Review
Monitoring – Opticians Services <ul style="list-style-type: none"> Maintain a list of potential interested participants 				<ul style="list-style-type: none"> No issues received 	

■ Monitoring: Community Pharmacy

Task	Action	Allocated	Progress	Outcome	Review
<p>Monitoring - Community Pharmacy</p> <ul style="list-style-type: none"> • Maintain a list of potential interested participants 	<ul style="list-style-type: none"> • Receive information with regard to changes in pharmacy provision. • LINK maintains an interest in and monitors/oversees changes in community pharmacy. 				

■ Monitoring: Older people

Task	Action	Allocated	Progress	Outcome	Review
<p>Monitoring - Older people</p> <ul style="list-style-type: none"> • Maintain updates to the Core Group through Older peoples forums and partnership board 		<ul style="list-style-type: none"> • Ivy Elsey • Tony Moore • Jan Cutting 			

■ Monitoring: Checking Progress

Task	Action	Allocated	Progress	Outcome	Review
<p>Monitoring - Checking Progress</p> <ul style="list-style-type: none"> • Monitor progress of LINK. • Performance Monitoring of the Host Organisation 	<ul style="list-style-type: none"> • Action plan • Implement Action plan after agreement of Core Group. • Complete quarterly Pro Forma for Performance Report 	<ul style="list-style-type: none"> • Core Group 	<ul style="list-style-type: none"> • Draft format 	<ul style="list-style-type: none"> • Publication and implementation of action plan. • Attend Liaison Meeting with Partners. • Feedback to Core Group minutes of meetings 	<p>1 year after agreement</p> <p>Quarterly</p>

■ Monitoring: Patient Pathways

Task	Action	Allocated	Progress	Outcome	Review
Monitoring - Patient Pathways					
<ul style="list-style-type: none"> • Polegate Ward Review 	<ul style="list-style-type: none"> • Survey of patients, next of kin and staff to assess the satisfaction of their stay 	<ul style="list-style-type: none"> • Pam Lee • Margaret Stanton • Janet Colvert 			Overdue
<ul style="list-style-type: none"> • Productive Ward Monitoring visits 	<ul style="list-style-type: none"> • One ward from each hospital every 6 months 	<ul style="list-style-type: none"> • To be allocated 	<ul style="list-style-type: none"> • No date ranged 		
<ul style="list-style-type: none"> • End of Life Care – Liverpool Care Pathway 	<ul style="list-style-type: none"> • Monitor feedback and comments 				

Monitoring: Enter & View Visits

Task	Action	Allocated	Progress	Outcome	Review
<p>Monitoring – Joint Review with East Sussex Overview and Scrutiny Committee.</p> <ul style="list-style-type: none"> • Visits to acute settings by representatives of East Sussex LINK and Brighton and Hove LINK. 	<ul style="list-style-type: none"> • Seek the views of patients, carers and professionals in relation to nutrition, hydration and feeding in acute hospitals. • Total 12 visits • 6 Eastbourne District general Hospital • 6 Conquest Hospital Hastings 	<ul style="list-style-type: none"> • To be allocated (Names will be published) 	<p>Task & Finish November – January 2010</p>	<p>Provide evidence to support HOSC review.</p>	<p>January 2010</p>