

EAST SUSSEX LINK

The County's Local Involvement Network in Health and Social Care

East Sussex LINK Work Programme

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 monthly after Core Group meetings. It is divided into four categories:-

ACTIVITY 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 manpower.

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.

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 510514, 1 Faraday Close, Eastbourne, BN22 9BH or manager@thecountylink.net.

The categories are set out in the order listed in the key below.

Key :

Activity groups  Sub groups  Representation  Monitoring 

SUB GROUPS

These are on-going groups which support the work of the LINK. They will have terms of reference and their progress will be reported regularly through Core Group meetings. They will be made up of Core Group members, volunteers and members of the Host Team. They will remain small groups and are unlikely to increase in number.

MONITORING

Most of the other three categories contain an element of monitoring, but this category includes specific developments we have agreed to "keep and 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.

Progress will be highlighted using the RAG (red, amber, green) system in the appropriate box and will be updated at least quarterly by the Core Group.

TASK	ACTION/PARTICIPATION	ALLOCATED	PROGRESS	OUTCOME	REVIEW DATE
<p>Activity group – Children and Young People (CYP)</p> <ul style="list-style-type: none"> Involvement of children and young people in health issues. 	<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. 	<ul style="list-style-type: none"> Sue Weiner (lead person) Wider Participants Host Team 	<ul style="list-style-type: none"> Draft action plan written and circulated. Draft leaflet circulated. Child Protection training booked. First meeting booked for 7.4.09. 	<ul style="list-style-type: none"> Involvement of wider participants. Ensuring the needs of younger people and their families are heard. Implement agreed Action plan for LINK involvement. 	<ul style="list-style-type: none"> Quarterly

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<p>Activity – 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. 	<ul style="list-style-type: none"> • June Jarrett (lead person) • Maureen Lawrence • Wider participants • Host Team support 	<ul style="list-style-type: none"> • Initial meeting on 20.3.09. • Formulate 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. 	<ul style="list-style-type: none"> • Dec 09

TASK	ACTION/PARTICIPATION	ALLOCATED	PROGRESS	OUTCOME	REVIEW DATE
Activity group – Older People	<p>Taken within terms of reference for group.</p> <p>Develop ways of networking with community and voluntary groups for older people:-</p> <ul style="list-style-type: none"> • East Sussex Seniors Association • Older Peoples Partnership Board • Older Peoples HIMP 	<ul style="list-style-type: none"> • Ivy Elsey • Tony Moore 	<ul style="list-style-type: none"> • Meeting arranged for 16.4.09 to decide how to take this forward. 	<ul style="list-style-type: none"> • Networking with community and voluntary groups for older people and statutory partners. • Partnership working as required. 	<ul style="list-style-type: none"> • Sept 09
Activity group – Dentistry <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. 	<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. 	<ul style="list-style-type: none"> • End date TBA. • Nov 09

TASK	ACTION/PARTICIPATION	ALLOCATED	PROGRESS	OUTCOME	REVIEW DATE
<p>Activity group – Community Pharmacy</p> <ul style="list-style-type: none"> • Overview of changes in pharmacy provision. • Community Pharmacy board/lead contact 	<p>Taken within terms of reference for group</p> <ul style="list-style-type: none"> • Receive information with regard to changed in pharmacy provision. • Involvement in any consultation related to dispensing of drugs. • Partnership working. 	<ul style="list-style-type: none"> • Janet Colvert • Host Team 	<ul style="list-style-type: none"> • Updating website as required. • Website/ Newsletter 	<ul style="list-style-type: none"> • Oversee changes in community pharmacy. • Enable the community to respond. • Fair access to all treatments. • Drugs – access to statins, new drug regimes and alternative therapies. 	<ul style="list-style-type: none"> • March 2009
<p>Activity 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 and Strategic Health Authority. • Positive action on issues raised by the community. 	<ul style="list-style-type: none"> • Janet Colvert • Host Team 	<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. 	<ul style="list-style-type: none"> • Jan 2010.

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<p>Activity – Opticians</p> <p>New Group awaiting development, if you would like to be involved please contact Elizabeth Mackie.</p> <ul style="list-style-type: none"> • Opticians Board or lead contact. 	<p>Taken within terms of reference for group</p> <ul style="list-style-type: none"> • Recruit participants. • Gather views and comments. 				<ul style="list-style-type: none"> • Nov 09
<p>Activity group – Mental Health Community services</p> <p>New Group awaiting development, if you would like to be involved please contact Elizabeth Mackie.</p>	<p>Taken within terms of reference for group</p> <ul style="list-style-type: none"> • Recruit participants. • Gather views and comments. 				

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<p>Activity Group – Patient Pathways</p> <p>New Group awaiting development, if you would like to be involved please contact Elizabeth Mackie.</p>	<p>Taken within terms of reference for group.</p> <ul style="list-style-type: none"> • Recruit participants. • Gather views and comments. 				

TASK	ACTION/PARTICIPATION	ALLOCATED	PROGRESS	OUTCOME	REVIEW DATE
<p>Sub-group - Training</p> <ul style="list-style-type: none"> Oversee training for LINK Core Group members, representatives and wider participants. Oversee induction for new Core Group members, representatives and wider participants with allocated roles, as required. Identify other training needs for Host Team, Core Group and wider participants as they arise. 	<p>Taken within terms of reference for group.</p> <ul style="list-style-type: none"> Research availability of national training. Identify and agree training needs and programmes, with reference to DOH, NCI and other guidance available, and present to Core Group for agreement Organise training courses. Agree and arrange induction. Agree content for wider participant introduction pack. Media training. Engaging seldom heard groups. 	<ul style="list-style-type: none"> Maureen Lawrence Janet Colvert. Host Team. 	<ul style="list-style-type: none"> Regular meetings – timing to be agreed. First module on enter and view written and delivered. First induction day undertaken. Draft training schedule for 2009/10 being compiled. Rerun of module 1 and induction for Core Group members planned. NICE training – 9.6.09 Development of working relationships – next development day – 20.4.09 	<ul style="list-style-type: none"> Induction for all Core Group members. Training for participants to enter and view services. Yearly training schedule in place. Development of training modules. Better understanding of working relationships. 	<ul style="list-style-type: none"> May 2009

TASK	ACTION/PARTICIPATION	ALLOCATED	PROGRESS	OUTCOME	REVIEW DATE
<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. 	<ul style="list-style-type: none"> • Annual budget review
<p>Sub group - Prioritise Issues and assign Activity Groups</p> <ul style="list-style-type: none"> • Receive and process Issues raised from the community. • Assign Working Groups. 	<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 create 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. 	<ul style="list-style-type: none"> • Janet Colvert • Geoff Thomas • Maureen Lawrence • Host Team 	<ul style="list-style-type: none"> • Systems now in place. • List of current Issues now allocated and endorsed at Core Group meeting on 20.3.09. • Monthly review meetings. 	<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. 	<ul style="list-style-type: none"> • Sept 2009

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<p>Sub-group – IT</p> <ul style="list-style-type: none"> Oversee IT requirements and support for Core Group, representatives, wider participants and promotion of LINK. 	<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 	<ul style="list-style-type: none"> Vacancy Host Team 	<ul style="list-style-type: none"> Website up and running. Web based calendar being developed. Work linked with Finance sub group to provide appropriate resources. Sound system purchased. 	<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. 	<ul style="list-style-type: none"> Sept 09

TASK	ACTION/PARTICIPATION	ALLOCATED	PROGRESS	OUTCOME	REVIEW DATE
<p>Sub-group – Policies</p> <ul style="list-style-type: none"> • Establishment and review of policies and procedures for LINK. • Governance 	<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 the Governance pack. 	<ul style="list-style-type: none"> • As per individual documents. • Annual

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<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 	<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"> • Ray Barrett • Vacancy • Wider Participants • Host Team 	<ul style="list-style-type: none"> • Advertising for more participants. • Review of last years meeting and events. • Promotional DVD underway. 	<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. 	<ul style="list-style-type: none"> • Sept 09

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<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. 	<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 reps. 	<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. 	<ul style="list-style-type: none"> • Publish reports of visits made. • Publish names of Authorised Representatives. • 2 Participants undertaken Fast Track Safeguarding Vulnerable adults training. 	

TASK	ACTION/PARTICIPATION	ALLOCATED	PROGRESS	OUTCOME	REVIEW DATE
<p>Representation – Local Strategic Partnership Health Partnership Boards</p> <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 (confirmed representative) • Tony Moore (confirmed representative) • Margaret Stanton (confirmed representative) • Ray Barrett (confirmed representative) 	<ul style="list-style-type: none"> • Representatives in place and attending meetings. • Updates of LINK progress supplied where attendance not possible. • Receipt of meeting papers. 	<ul style="list-style-type: none"> • Regular slot allocated on all agendas. • LINK representatives 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. • Report of issues to Core Group for action. • Letter of confirmation of named representative sent. 	<ul style="list-style-type: none"> • Effectiveness on annual basis. • Attendance monitored regularly. • Reports monitored by chair.

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<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 (confirmed representative) 	<ul style="list-style-type: none"> Attendance at bi-annual meetings. 	<ul style="list-style-type: none"> Report of issues to Core 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. 	<ul style="list-style-type: none"> Annual.

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<p>Representation – Primary Care</p> <p>Trust Boards</p> <ul style="list-style-type: none"> • Participation at Trust Board level. • Monitor PCT targets and expenditure. <p>Other meetings</p> <ul style="list-style-type: none"> • Countywide PPI steering group • Maternity Development Group (short term group) 	<ul style="list-style-type: none"> • NHS East Sussex Downs and Weald • NHS Hastings and Rother • Combined NHS Trust • 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. 	<ul style="list-style-type: none"> • Margaret Stanton (confirmed representative) • Geoff Thomas (confirmed representative) • Janet Colvert • Ray Barrett, Alan Keys (attending) • Maureen Lawrence • Elizabeth Mackie for Host Team 	<ul style="list-style-type: none"> • Attendance at meetings. • Report issues to Core Group. • Share information on patient engagement issues. • Attendance at meetings. • Report to Core Group, debate and decisions fed back. 	<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. <p>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.</p>	<ul style="list-style-type: none"> • Aug 2009 • April 2009

TASK	ACTION/PARTICIPATION	ALLOCATED	PROGRESS	OUTCOME	REVIEW DATE
<p>Representation – Acute Hospital Trust Board</p> <ul style="list-style-type: none"> • Participation at Trust Board level. • Monitor targets and expenditure. • Monitor pathways of care and interaction with Adult social care. 	<ul style="list-style-type: none"> • NHS East Sussex Hospitals Trust Board. 	<ul style="list-style-type: none"> • David Lawrance (confirmed representative) 	<ul style="list-style-type: none"> • Receiving papers and attendance at board meetings. 	<ul style="list-style-type: none"> • Positive interaction at Executive level. • Ability to ask for items to be discussed on agenda. • Reporting and reviewing progress on hospital targets, issues and new initiatives. • Ensuring that patients are consulted. 	<ul style="list-style-type: none"> • June 09

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<p>Representation – Acute Hospital Trust (continued)</p> <p>Other meetings</p> <ul style="list-style-type: none"> • Productive Wards • PEAT annual inspection • Patient Information Group • Polegate Ward • Patient Surveys 	<ul style="list-style-type: none"> • Attendance at meetings and visiting wards. • 25.2.09 Rye Memorial • 26.2.09 Bexhill Hospital • 3.3.09 EDGH • 5.3.09 Conquest • Review information leaflets given to patients • Review of discharge procedure • Involvement in setting and reporting on patient surveys, to include two week survey of patients discharged as previously undertaken by PPIF. 	<ul style="list-style-type: none"> • Janet Colvert • June Jarrett • Dorothy Corbett • Margaret Stanton • Dorothy Corbett (all confirmed reps) • Vacancy • Janet Colvert • Margaret Stanton • Pam Lee • Host Team (all confirmed reps) • David Lawrance 	<ul style="list-style-type: none"> • Active participation. • Inspections underway, awaiting reports to Core Group. • Unable to recruit at present. • Attendance at meetings. • Ward visit x 4 first visit to be rearranged. • Meeting on 16.3.09 cx new date to be arranged with Debbie McCreedy. 	<ul style="list-style-type: none"> • Understanding of the programme and its effectiveness. • Report of inspection and analysis of any change from previous year. • Be part of making recommendations. • LINK contribution to review of patient leaflets. • Asses discharge process. • Better patient experience. • Note good practice and act on any improvements necessary. • To be involved in various surveys of patient satisfaction. 	<ul style="list-style-type: none"> • Yearly review. • Yearly review. • Sept 09. • May 09.

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<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. 	<ul style="list-style-type: none"> • Appropriate partnership working and sharing of information. • Opportunity to raise issues. • Good communication between partners across boundaries. 	<ul style="list-style-type: none"> • July 09
<p>Representation – East Sussex County Council (ESCC) Adult Social Care</p> <ul style="list-style-type: none"> • Participation in partnership boards. • Implementation of Putting People First. 	<ul style="list-style-type: none"> • Learning Disability Partnership Board • Mental Health Recommissioning Project • Intermediate Care Group • Community Equipment Review • Dementia Strategy • Older Peoples Partnership Board (see Older Peoples Activity Group) 	<ul style="list-style-type: none"> • Ivy Elsey • Dave Rogers (confirmed rep) • Ivy Elsey • Janet Colvert • Ivy Elsey • Ivy Elsey 	<ul style="list-style-type: none"> • Attendance at meetings and reports received. • Challenge PPI involvement. • Six monthly update to Core Group. 	<ul style="list-style-type: none"> • Developing new relationships with adult social care. • 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. 	<ul style="list-style-type: none"> • Nov 09

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<p>Representation – Ambulance Services</p> <ul style="list-style-type: none"> • South East Coast Ambulance NHS Trust (SECAMB) 	<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 (both confirmed reps) 	<ul style="list-style-type: none"> • Allocation of representatives • Initial discussions with regard to joint working. 	<ul style="list-style-type: none"> • Attendance and feedback from SECAMB meetings. • Good partnership working. • Cross boundary issues. • Updating the LINK as the role of the ambulance service changes with regard to delivery of care. 	<ul style="list-style-type: none"> • Aug 2009
<p>Representation – Practice based commissioning</p> <ul style="list-style-type: none"> • Identifying key priorities of NHS East Sussex Downs and Weald and NHS Hastings and Rother with relation to Practice based commissioning. 	<ul style="list-style-type: none"> • Attendance at relevant PBC Board. • NHS East Sussex, Downs and Weald • NHS Hastings and Rother • Interaction with Practice Participation Groups. 	<ul style="list-style-type: none"> • Vacancy • Geoff Thomas (confirmed representative) 	<ul style="list-style-type: none"> • One representative allocated and one to be confirmed. • Training need identified with regard to Commissioning 	<ul style="list-style-type: none"> • Ensuring that patient views are considered in all aspect of commissioning. • Greater understanding of the new commissioning structures. • Develop a relationship with Practice Participation Groups. 	<ul style="list-style-type: none"> • March 2010

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<p>Representation – Community Networks</p> <ul style="list-style-type: none"> • Working with local community networks. • Ensuring the health and social care agenda is recognised. • Considering the local issues and influencing at LSP level. 	<p>Receive minutes and attend when can:-</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"> • Vacancies 	<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. 	<ul style="list-style-type: none"> • May 2009

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<p>Representation – Overview and Scrutiny</p> <ul style="list-style-type: none"> • Participation in meetings. 	<ul style="list-style-type: none"> • Attend meetings, regular LINK update given. • Report to Core Group any issues • Health Overview and Scrutiny Committee • Adult Social Care Overview and Scrutiny Committee 	<ul style="list-style-type: none"> • Chair – Janet Colvert (confirmed rep) • Chair – Janet Colvert (confirmed rep) 	<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. 	<ul style="list-style-type: none"> • June 2009
<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 (confirmed rep) 	<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. 	<ul style="list-style-type: none"> • Project end.

TASK	ACTION/PARTICIPATION	ALLOCATED	PROGRESS	OUTCOME	REVIEW DATE
<p>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 <p>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"> • Participation in Public and Patient Involvement Group – monitor development. • Watching brief } • Watching brief } <ul style="list-style-type: none"> • Monitor development • 2 meetings – feedback patients views 	<ul style="list-style-type: none"> • Dave Rogers • Ray Barrett • Ambrose O’Boyle • Host Team <ul style="list-style-type: none"> • Margaret Stanton • Host Team 	<ul style="list-style-type: none"> • Attendance at meetings with reports. • Attendance at site visit for Ore. <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 centres and walk in centre. <ul style="list-style-type: none"> • Input of community view into planning of the primary care centre and walk in centre. 	<ul style="list-style-type: none"> • Project completion. <ul style="list-style-type: none"> • Project completion.
<p>Performance Monitoring</p> <ul style="list-style-type: none"> • Monitoring of LINK Host Team by Local Authority and Core Group. 	<ul style="list-style-type: none"> • Core Group to consider performance of Host Team on quarterly basis and report. 	<ul style="list-style-type: none"> • Janet Colvert • Reg McLaughlin • Elizabeth Mackie 	<ul style="list-style-type: none"> • Quarterly report for March 2009. 	<ul style="list-style-type: none"> • Input into performance management of Host Team. 	<ul style="list-style-type: none"> • Quarterly

TASK	ACTION/PARTICIPATION	ALLOCATED	PROGRESS	OUTCOME	REVIEW DATE
<p>Understanding of Agreement between the Core Group and the Host Team</p> <ul style="list-style-type: none"> • Have a greater understanding of each others 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"> • In draft form 	<ul style="list-style-type: none"> • Joint working agreement. • Knowledge of Host Team roles. 	<ul style="list-style-type: none"> • 1 year after agreement
<p>Checking Progress</p> <ul style="list-style-type: none"> • Monitor progress of LINK. • Annual report 	<ul style="list-style-type: none"> • Action plan • Implement Action plan after agreement of Core Group. • Compile and present to Core Group. • Adopt agreed report at Annual General Meeting. • Publish once adopted. 	<ul style="list-style-type: none"> • Core Group • Core group and Host Team 	<ul style="list-style-type: none"> • Draft • Annual report checklist published. • Agenda item Core Group 16.4.09 	<ul style="list-style-type: none"> • Publication and implementation of action plan. • Publication of annual report. • Circulate to statutory partners and community of East Sussex. • Publicise at meeting in public/event. 	<ul style="list-style-type: none"> • 1 year after agreement • May 09 for publication June 09