

EAST SUSSEX LINK

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

Minutes of Core Group Meeting
10.00 – 12.30 12th December 2008
Sovereign Harbour Yacht Club Eastbourne

Attending: Janet Colvert - Chair
Tony Moore, Margaret Stanton (*for first part of meeting*), Ray Barrett, Maureen Lawrence, Sue Weiner, Ivy Elsey, Liz Lash, David Lawrance, Geoff Thomas.

In attendance: Elizabeth Mackie LINK Manager, Jan Cutting Dev. Worker (*notes*)

Apologies: June Jarrett, Reg McLaughlin and Nick Tapp

Action

1. Welcome and apologies

- Janet welcomed everyone to the meeting.
- *It was agreed that voting, where necessary, would be by show of hands.*

2. Declaration of Interest

- There were no new declarations of interest.

3. Appointment of Chair and 2 Vice Chairs

- As this was the first meeting of the newly elected core group a new Chair and 2 new Vice Chairs are required.
- It was agreed that voting for these positions should take place at this meeting rather than waiting for all the voluntary and community organisation and group places to be filled.
- Janet stood down as Chair and handed over to Elizabeth to conduct the election process.

Appointment of Chair:-

- 1 proposal (Sue) – Janet Colvert. Seconded by Maureen.
- David raised concern that as Janet had close ties with ESDA there could be a conflict between her position as Chair and ESDA as the host. He supported Janet as Chair but would like a nominated person to act in Janet's place if this conflict occurred. Janet resigned from ESDA before they became the host of the LINK. Conflicts of interest should be declared at the beginning of each meeting and there would be 2 Vice Chairs who should be able to take on any role as required.
- *Agreed by unanimous vote.*
- Janet accepted the role and was congratulated.

Appointment of 2 Vice Chairs:-

- Maureen Lawrence proposed by Liz L and seconded by Tony. *Agreed by unanimous vote.*
- Geoff Thomas proposed by Toney and seconded by Margaret. *Agreed by unanimous vote.*
- Both accepted and congratulated.
- Role descriptions circulated.

<p>4. Protocols for meeting</p> <ul style="list-style-type: none"> • Meeting rules previously circulated at Induction Day to observed at all meetings. • Add to last bullet “and data protection protocols”. <p>5. Recommendations from Finance Sub Group (Geoff/Ray/Maurice/Nick and Elizabeth)</p> <ul style="list-style-type: none"> • Formal agreement required for items recommended by Finance sub group under Governance budget as per document dated 31.10.08 and circulated prior to the meeting. • In addition to this formal agreement required to purchase PA equipment and possible projector as per additional paper researched by Geoff and circulated at meeting. • Any item purchased must be clearly security marked and listed so that all know where the item is stored. • Elizabeth to research who pays for PAT testing? • Elizabeth to check on budget for maintenance of equipment - ? host or LINK, if LINK it was suggested purchasing insurance. • It was thought that there was £25,000 in budget which will be lost if not spent within this financial year. Elizabeth to check total and also if can be kept if only allocated. • Elizabeth to check with Department of Health if can hold over 5-10% of allocation • Agreements were made in principal and projects required a lead person to be assigned to them and flashing out in more detail. <p><u>5.1 - Item 1 – Research/Commission Project</u> from LINK on cross border issues - £5,000.</p> <ul style="list-style-type: none"> • Project will flow from meeting on 21.1.09. • Proposed by Ivy, seconded by Sue, <i>agreed by vote of 8:9.</i> <p><u>5.2 - Item 2 – Student bursary</u> for research project - £10,000.</p> <ul style="list-style-type: none"> • Could be 2-3 different projects, across the county with different ages of students and undertaken with regard to the issues list. • Could be a good way of starting to engage with younger people. • Suggested assign money and then contact universities/learning and skills council. • Elizabeth to confirm if this is over 3 years. • Proposed by Ray, seconded by Maureen, <i>agreed by unanimous vote.</i> • Geoff offered to lead and Ray offered to assist – <i>agreed.</i> <p><u>5.3 - Item 3 – Learning Disability Partnership Board</u> - £5,000.</p> <ul style="list-style-type: none"> • Research into gaps in accessing health care for people with learning disabilities and make recommendations to take forward ways of closing the gaps. • Concern raised that this project may be taking forward a project that has already started and lost funding. • Need to be careful not to fund work that should be funded by others and which benefits statutory partners, in this case should be looking for joint funding. • Elizabeth to check what work has already been done, check with NCI if this is the sort of project LINK should/could fund and come back with a more detailed project for consideration. • It was proposed by Janet and seconded by Sue that this was brought back for consideration once more detailed information known. <i>Agreed by unanimous vote.</i> <p><u>5.3.1</u> It was further discussed that this amount should be <u>allocated to a minority or disadvantaged seldom heard group</u>, of which this project could be one. Proposed by David, seconded by Liz L, <i>agreed by unanimous vote.</i></p> <p><u>5.4 – Item 4 – Promotional DVD</u> - £3,000</p> <ul style="list-style-type: none"> • Promotional DVD as an introduction to LINK to be used by all. • Launch at event on 24th March. • Should be signed/subtitled. • Could be undertaken by students. • Proposed by Geoff, seconded by Ray, <i>agreed by unanimous vote.</i> 	<p>Elizabeth</p> <p>Elizabeth Elizabeth</p> <p>Elizabeth Elizabeth</p> <p>Elizabeth Geoff lead Ray assist</p> <p>Elizabeth</p>
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<p>5.5 – PA equipment – Mipro MA101 Wireless Portable PA - £316.25</p> <ul style="list-style-type: none"> Proposed after problems experienced at Pett Village Hall with hearing. System suggested above is a wireless system. Need 2 mikes. Before purchase check weight of product as well as portability - all need to be aware of manual handling issues. Doesn't help with hearing loop – need to book venue with this in situ if at all possible. Suggested that set aside up to a <u>maximum of £500</u> to purchase system for January meeting. Proposed Ray, seconded Geoff, <i>agreed by unanimous vote</i>. 	<p>Geoff/ Elizabeth</p>
<p>5.6 – Pocket cinema projector – up to a maximum of £500</p> <ul style="list-style-type: none"> Needs more research but would save the problem of taking lap top and projector to venues and incompatibility issues which caused the problems at Pett Village Hall with the powerpoint presentations. Proposed by Geoff, seconded by Tony, <i>agreed by unanimous vote</i>. Geoff to bring back to next meeting. 	<p>Geoff</p>
<p>5.7 – Printer for office – up to a maximum of £100</p> <ul style="list-style-type: none"> IT problems have caused a lot of lost work time and the LINK office would benefit from a printer. This would be owned by the LINK for the support of core group members. Elizabeth to check if this is a host responsibility or if it can come out of the core group governance budget. Purchase proposed by David, seconded by Maureen, <i>agreed by unanimous vote</i>. 	<p>Elizabeth</p>
<p>6. Confirm core group meeting dates for 2009</p> <ul style="list-style-type: none"> Meeting dates for 2009 circulated with meeting papers. All agreed apart from December – Elizabeth to check if venue available for 10th December rather than 17th. 	<p>Elizabeth</p>
<p>7. Working groups, representation on boards, developing work programme, issue list and involving wider participants.</p>	
<p>7.1 – Representation on boards</p> <ul style="list-style-type: none"> Representatives appointed on interim basis, now need to endorse or change these. See attached list of agreements. Report back to be standing agenda item. Training to be organised for representation and reporting back. Sue offered to help in Wealden area to start things off, is also interested in Children and Young People. Ivy has undertaken the mental health safeguarding training and would be willing to look at issues within mental health and the acute trust. 	<p>Jan attach Elizabeth</p>
<p>7.2 – Developing work programme/issues list</p> <ul style="list-style-type: none"> Need to add issues raised at meetings, format – this is what you asked/this is what we have done. Need to involve other people/wider participants in work programme. Jane is currently compiling a list of people's skills and geographical base. Work programme needs to be balanced between health and social care and the geographical difference across the county and within the two PCT's. Need to consider how to split themes that can be or are countywide. Template circulated and ideas added – see attached. 	<p>? Janet/ Elizabeth</p>
<p>7.3 – Involving wider participants</p> <ul style="list-style-type: none"> Need to support and inform all representatives and participants so that they don't feel isolated but also put a stay on what they are doing if it is inappropriate. 	<p>Jan attach</p>

COMFORT/COFFEE BREAK

8. Forthcoming events/calendar/introduction annual calendar from January 09

(due to timing this was discussed before coffee break but reported here as per agenda)

- Spread sheet held in office containing all meetings, events and promotions undertaken by core group, LINK representatives and staff team that the staff team are aware of. Elizabeth to email/mail out.
- Spread sheet to be presented at monthly core group meetings to give overall prospective of work being undertaken.
- Annual meetings plan to be set up. *Agreed* should be on website (colour coded).
- Add annual health check, elections and performance management meetings.
- Meetings attended on behalf of LINK should be as part of work plan.
- Core group members to submit meetings requiring representation to core group meetings for agreement as to who/if attendance should take place on behalf of the LINK. This should ensure that key meetings are attended and/or deputies or connections are made where attendance isn't possible.

Elizabeth
Elizabeth

Elizabeth
Elizabeth

Core
group

9. Website report (due to timing this was discussed before coffee break but reported here as per agenda)

- Now getting detailed reports from website (Elizabeth to circulate) which show increasing use between September and November, with an increase in return visits in November. The numbers in September also relate to voting on line.
- Now purchased the East Sussex LINK domain, for £19, to capture all visitors.
- Website updated by staff team in the office using a web management system.
- New page added – LINK resources – guidance and links to other websites are placed here.
- Can suggest that interested parties look at website to see work currently being undertaken.

Elizabeth

10. Any other business

10.1 – CRB check forms

- Send forms to David and Ivy.

10.2 – Members Directory

- List of contact details for core group meetings, to be sent out to all.

Elizabeth

10.3 – Expenses

- Late payment due to emergency leave of one of the signatories at ESDA, should now be sent out.
- Pay roll run on 12th of each month so expenses paid on or around that date only.

Elizabeth

10.4 – Induction pack

- Sue requested an induction pack as she was unable to attend the training.

11. Date of next meeting

Tuesday 27th January 2009 10.00-12.30 in the large meeting room at ESDA.

Elizabeth

Please note that the minutes of the last interim core group meeting on the 16th October 2008 have not been agreed and are still in draft.

Minutes agreed as an accurate records of the meeting at Core Group meeting on 27 January 2009