

EAST SUSSEX LINK

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

Minutes of Core Group Meeting

10.00 – 12.30 27th January 2009

Meeting Room East Sussex Disability Association

Attending: Janet Colvert - Chair
Tony Moore, Margaret Stanton, Ray Barrett, Maureen Lawrence, Sue Weiner, Ivy Elsey, Liz Lash, David Lawrance, Geoff Thomas, June Jarrett and Alan Keys.

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

Apologies: Liz Lash, Ivy Elsey and Nick Tapp

Action

<p>1. Welcome and apologies</p> <ul style="list-style-type: none">Janet welcomed everyone to the meeting. <p>2. Introduction and welcome to new members of group</p> <ul style="list-style-type: none">Alan Keys was welcomed to his first meeting. He is taking a voluntary group place on behalf of Sussex Heart Network of which is he the chair of the Public and Patient Involvement (PPI) Steering group and currently also the chair of the steering group. He is also the chair of the patient group for the British Heart Foundation and a member of the South East Coast Strategic Health Authority patient group and the East Sussex PPI group. <p>3. Declaration of Interest</p> <ul style="list-style-type: none">There were no new declarations of interest. <p>4. Minutes of last interim core group meeting 16.10.08 and matters arising</p> <ul style="list-style-type: none"><i>Minutes were agreed</i> as an accurate record of the meeting, proposed by Maureen and seconded by Geoff. <p><u>4.1 – Item 5 Page 3 - Celebrate Success</u></p> <ul style="list-style-type: none">This was a good exercise and should be repeated regularly. <p>5. Minutes of last core group meeting 12.12.08 and matters arising</p> <ul style="list-style-type: none"><i>Minutes were agreed</i> as an accurate record of the meeting, proposed by Geoff, seconded by Ray. <p><u>5.1 – Item 6 Page 3 - Confirm core group meeting dates for 2009</u></p> <ul style="list-style-type: none">Elizabeth still to check change of December date from 17th to 10th. <p><u>5.2 - Item 8 Page 4 – Forthcoming events/calendar/introduction annual calendar from January 2009</u></p> <ul style="list-style-type: none">Need to do this urgently.Elizabeth has researched web based version to be placed on website but there is a cost implication – <i>agreed discuss at finance sub group</i>.<i>Agreed produce and circulate paper version first, one to show outside meetings and one for LINK meetings, email Geoff/Sue. Footer on document to show version number and date produced.</i><i>Agreed – representatives attending meetings to submit dates to office on</i>	<p>Elizabeth</p> <p>Finance sub group Elizabeth</p> <p>LINK represent atives</p>
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<p><i>monthly basis - ? deadline for this.</i></p> <ul style="list-style-type: none"> • <i>Agreed – trial a public calendar that all can update directly.</i> • Must consider those without IT skills or access to equipment and whether the LINK should consider enabling them to be internet based. <i>Agreed agenda item next meeting.</i> 	<p>Agenda for Feb.</p>
<p><u>5.3 – Item 10.1 Page 4 – CRB Checks</u></p> <ul style="list-style-type: none"> • Any person wishing to work with any statutory partner with regard to monitoring visits must have a CRB check – if not already submitted CRB form to Host please do so asap. If not interested at present can become involved in the future if wish. • Independent safeguarding authority checks start next month. Details to be sent out and discussed. 	<p>Elizabeth</p>
<p><u>5.4 – Item 10.2 – Members Directory</u></p> <ul style="list-style-type: none"> • Apologies this didn't go out after last meeting, has chanced since then. 	<p>Jan</p>
<p><u>5.5 – Item 10.3 – Expenses</u></p> <ul style="list-style-type: none"> • December expenses have not been received, shouldn't have to chase these every month. Elizabeth to sort out. 	<p>Elizabeth</p>
<p>6. Update from decisions made with regard to recommendations of Finance sub Group</p> <ul style="list-style-type: none"> • Elizabeth still waiting clarity on holding over 5-10% of allocation, if it can be kept if only allocated and the exact amount of money available. • Need to consider other projects to allocate funding to. • Finance sub group meeting to be arranged. • Items other than those listed below were not discussed. 	<p>Elizabeth</p> <p>Elizabeth</p>
<p><u>6.1 Item 5.5 page 3 – PA equipment</u></p> <ul style="list-style-type: none"> • Purchased for Cross border working event last week but didn't seem to be very efficient. Elizabeth will check the range, batteries etc before making a decision on changing it for a different model. 	<p>Elizabeth</p>
<p><u>6.2 Item 5.7 page 3 – Printer for office</u></p> <ul style="list-style-type: none"> • Nick would rather the LINK team did not have a printer in the office but used the main printer/photocopier. The printer in his office can be used for quick fixes. If purchased the LINK will be responsible for arranging PAT testing and insurance. • However there were problems with not being able to use the main printer before the 21.1.09 event. • It was felt that the LINK could pay for the additional item to be PAT tested when the rest of the building is tested and this shouldn't be an obstacle to purchasing a printer. • <i>Agreed printer to be purchased.</i> 	<p>Elizabeth</p>
<p><u>6.3 Item 5.3 - Item 3 page 2 – Learning Disability Partnership Board</u></p> <ul style="list-style-type: none"> • Initial thoughts are that this can not be taken forward due to the possibility of double funding. 	
<p>7. Use of personal email and postal addresses</p> <ul style="list-style-type: none"> • Janet has asked for a separate email address for LINK work due to the number of emails being received on a daily basis. Others would also like this. <i>Agreed</i> Elizabeth to investigate with IT support best way to use domain name already purchased to set up a separate email account for all core group members. IT support for those wishing it to also be arranged. • All need to consider confidentiality and security of emails received on home computers. 	<p>Elizabeth</p>
<p><u>7.1 – Identity badges and cards</u></p> <ul style="list-style-type: none"> • Badges and cards to incorporate “swirly” design. • Official cards for representatives requested – blank cards handed out at meeting. 	<p>Elizabeth</p>

COMFORT BREAK

8. Work programme (see also 8.2.7 below)

- Hard copy circulated to all at meeting.
- Expenses for attending meetings/projects at request of statutory partners should be claimed through the statutory partner not the LINK. Ensure agreement on expenses made before attending if possible. (EM to back claim for representatives who have claimed from LINK in past).
- Carers expenses will be considered on an individual basis.
- Report form to be emailed to all, don't duplicate minutes only need issues relating to LINK.
- Janet has requested a paper copy of all reports to gain an overview and pick up any trends etc.
- Suggested guidelines for representatives attending meetings circulated at the meeting, updated version to be circulated to all.

Elizabeth

Jan

Jan

8.1 - Requests for involvement (box 23)

8.1.1 - Patient Environment Action Team (PEAT) – East Sussex Hospital NHS Trust

- Yearly inspection in each hospital, Dorothy Corbett will undertake Conquest and Maurice Langham Eastbourne District General Hospital – *Agreed*.
- Ask representatives to give brief report on what they did and any issues raised.
- Circulate full report once received from hospital.
- Add to work programme.

Elizabeth

Jan

8.1.2 – Patient Involvement Group (PIG) – East Sussex Hospital NHS Trust

- Review of patient leaflets and documentation to assess that understandable and in plain english.
- If anyone wants to do this, or knows of someone else who would like to, let Elizabeth know.

Elizabeth

8.1.3 – District Nurse meeting – 16.2.09

- Geoff can't attend this meeting so sent details to office for representation to be organised. Will resend as not received.

Geoff

8.2 – Review of progress

8.2.1 – Children and Young People – box 5 – lead Sue

- Session with Youth Parliament took place last September.
- Meeting with Elizabeth, Jan, Val and Laura Williams from East Sussex Council for Voluntary Youth Service who is happy to be involved and has a large network of voluntary and community organisations behind her.
- Meeting between Janet and Sue to discuss way forward as have been stalled by problems of not being able to work with social care issues for children and young people. Decided that need to pick up issues as they arise and deal with them on an individual basis.
- All representatives requested to remember children and young people when attending other meetings and report issues to Sue, if issue/reference in large document please identify where in document it is as Sue does not have time to trawl through large documents.
- Leaflet – previously circulated but withdrawn as objection made to references with regard to social care. New leaflet circulated at meeting, social care references removed, parents and carers added – comments to Sue please.
- Time line and plan to move forward circulated by Sue at meeting – comments to Sue by Monday please.
- There are joint health and social care meetings with regard to children and young people, where does the LINK stand with regard to this?
- Geoff raised issue of children and young people on adult wards, especially with regard

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<p>to mental health – requested that this submitted as an official issue so that Janet can write to Hospital Trust requesting further information.</p> <ul style="list-style-type: none"> • Any issues relating to this received in the office or by Janet to be copied to Sue. • What do people do if not comfortable taking an issue to Patient Advice and Liaison Service (PALS)? Janet has a meeting on Friday and will raise this. 	<p>Geoff/ Janet</p>
<p><u>8.2.2 – Maternity Development Group – box 28 – lead Maureen</u></p>	<p>Team/ Janet Janet</p>
<ul style="list-style-type: none"> • Report of last meeting circulated at meeting. • Since then the documents are no longer confidential and can be found on the website – www.eastsussexdownswealdpct.nhs.uk or www.hastingsandrotherpct.nhs.uk. • Proposed alterations to maternity services underwent £1 million consultation after which a single site decision was made. Health Overview and Scrutiny Committee (HOSC) object and referred to Secretary of State who ordered an Independent Health Panel review. They have made 6 recommendations which this group are considering. • 3 key issues – challenge of consultant led services at each site, collaborative design workshop with public (meeting next week to discuss this) and what information the public should receive. • Can't give view of LINK without undertaking research on it, otherwise view is just personal to Maureen or core group. • With regard to press comment – “LINK support recommendations of Independent Review Panel” • Do the PCT want LINK to manage a consultation process. • Do the PCT want LINK to be part of communication process back to community. • Clinicians group – check who lay people attending – LINK shouldn't be afraid to be part of specialist groups like this. New independent person appointed as chair of this group, Janet received his CV to review if he was fit for purpose. • PCT should give clear explanation of how and why a decision is made once proper consultation undertaken. • Aim – safe and effective care for mothers and babies – <i>endorsed</i> by core group. 	<p>{ Maureen to take back to meeting }</p>
<p><u>8.2.3 – Gaining community view</u></p>	
<ul style="list-style-type: none"> • David suggested a permanent column in local papers on a regular basis. This is a good idea if it is free! • LINK have good relationship with a reporter at Eastbourne Herald. • Have to be careful that items are reported accurately. 	
<p><u>8.2.4 – Annual Health Check – Health Care Commission</u></p>	
<ul style="list-style-type: none"> • Janet has confirmed in writing to hospital trust that LINK will be taking part. • PCT wish to have a meeting to discuss this. • Walter and Geoff involved last year and it was very hard work. Janet to discuss with Walter, Geoff dosen't want to take this on again. • Issue list should give evidence to support comments. 	<p>Janet</p>
<p><u>8.2.5 – Commissioning – box 27</u></p>	
<ul style="list-style-type: none"> • David did offer to lead on Practice Based Commissioning with Eastbourne Downs and Weald PCT. • Alan Keys was involved in this for West Sussex. • To be agreed once extent of involvement known. 	
<p><u>8.2.6 – Out of hours – box 10</u></p>	<p>Janet/ Elizabeth</p>
<p><u>8.2.7 – General comments on work programme (see beginning section 8 also)</u></p>	
<ul style="list-style-type: none"> • Change priority box to progress and add outcome box. • Use Red, Amber, Green (RAG) system to set priorities. • ? this document only runs to March 09. • Looking at agreed structure of LINK – blue oval's show a core group and also activity groups. • Liaison group meeting (made up of East Sussex County Council, acute trust and PCT 	<p>Jan Jan</p>

<p>reps for health, adult social care and ambulance trust as well as Janet and host rep [David asked what about mental health representation?] commented that they would like to see a separation of the sub groups. Sub groups for policy, training, finance and then activity groups for others – ie children and young people.</p> <ul style="list-style-type: none"> • Need another layer under the work programme that makes clear if an item is a start and end group, what priority it has, time lines and annual programme. • Janet to give presentation to Liaison Group in April on progress. • David – what is full remit as hospital trust lead – attends both boards but will he need to do everything else? Would like to contact ex hospital patient and public involvement forum (PPIF) members to get them involved. <i>Agreed that David should discuss with Elizabeth outside of core group meeting.</i> • Is there a role for people elected for each locality to be point of contact for locality to feed issues up and down or was this done so that there was a geographical spread of representatives on the core group? • Need to make sure that don't duplicate groups and networks already in existence in each locality but work with them. There are reports of failing networks and groups which could be due to a lot of reasons, one being given is that LINK should be doing this. 	<p>David/ Elizabeth</p>
<p>9. Issues List</p> <ul style="list-style-type: none"> • Headline issue list circulated. • Delete issues not directly related to health and social care ie housing – <i>Agreed.</i> • Delete issues that are unable to respond to or are out of time and respond to person raising this with explanation – ie care home closing over weekend - <i>Agreed.</i> • Look at issues to see if others working on these and work with them – <i>Agreed</i> • Section at each meeting in public to review issues and what action has been taken – <i>Agreed</i> • Use document of issues raised for Cross border event at meeting on 3 February to further discuss and action. Document to be circulated to all asap. • Group issues together on list and outcome box. • LINK response to issues <ul style="list-style-type: none"> ❖ signpost to another service ie PALS – can help with the process to do this if person wishes. ❖ If general issue can research, write letters etc. ❖ Log issue even if can't deal with it due to capacity or expertise. • Standing agenda item at each meeting. • Need reporting mechanism with regard to issues. 	<p>Val Val/ Elizabeth</p> <p>Val Val</p>
<p>10. Forthcoming meetings and events</p> <ul style="list-style-type: none"> • Due to time this was not discussed, Elizabeth to circulate list to all. • Meeting in public on 3rd February now in Uckfield not Newick due to lack of appropriate venue. Agenda to be circulated end of today. 	<p>Jan</p> <p>Elizabeth</p>
<p>11. Any Other Business</p> <p><u>11.1 – Cross Border Event – 21 January 2009</u></p> <ul style="list-style-type: none"> • Tony wished to thank the staff team for their hard work on this event and especially the way a difficult situation was dealt with, which was not helped by the staff at the venue. <p><u>11.2 – Research Project – Alan</u></p> <ul style="list-style-type: none"> • Alan undertaking a research project funded by the Wellcome Trust with regard to the use of electronic patient records in research. He will be producing a questionnaire and 	<p>Elizabeth/ Jane</p>

<p>would like to raise it at further meetings. <i>Agreed</i></p> <ul style="list-style-type: none"> • Article and Questionnaire to be put on website. • Article on this on the LINK exchange website. <p>Meeting closed at 12.45pm</p>	<p>Elizabeth</p>
<p>Date of Next Meeting: Tuesday 19th February – 10.00-12.30pm. Meeting room ESDA</p>	

Minutes agreed at the meeting on 19 February 2009 with the following correction:-

“The meeting on the 19th February is a Thursday not a Tuesday.”