

## EAST SUSSEX LINK

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

### Minutes of Core Group Meeting 10.00 – 12.30 19<sup>th</sup> February 2009 Meeting Room East Sussex Disability Association

**Attending:** Janet Colvert - Chair  
Maureen Lawrence, Geoff Thomas – Vice Chairs  
Tony Moore, Ray Barrett, Ivy Elsey, June Jarrett, Les Tostevin, Geoff Brown and Alan Keys. Baldev Soni as an observer.

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

**Apologies:** Liz Lash, Margaret Stanton, Sue Weiner and Nick Tapp

#### ACTIONS

Date of meeting	Action	Person Responsible
16.10.08	Item 3.6 - Letter to Lisa Compton re pharmacy, dentistry board and optician lead contacts.	GT/EM
27.1.09	Item 5.2 – Forthcoming events/calendar <ul style="list-style-type: none"> <li>• Report from finance sub group with regard to online calendar.</li> <li>• Two paper versions to be circulated, one for LINK meetings and one for outside meetings.</li> </ul>	GT/EM EM
27.1.09	Item 10.2 – Members Directory <ul style="list-style-type: none"> <li>• Updated version of Core Group members Directory to be circulated.</li> </ul>	JAN
27.1.09	Item 10.3 – Expenses <ul style="list-style-type: none"> <li>• Chase December expenses.</li> </ul>	EM
27.1.09	Item 6 – Update on decisions made with regard to recommendation of Finance sub group <ul style="list-style-type: none"> <li>• Arrange finance sub group meeting.</li> </ul>	EM
27.1.09	Item 6.1 – Item 5.5 – PA equipment <ul style="list-style-type: none"> <li>• Check equipment and decide if needs to be changed for next meeting in public.</li> </ul>	EM
27.1.09	Item 6.2 – Item 5.7 – Printer for office <ul style="list-style-type: none"> <li>• Purchase printer for office.</li> </ul>	EM
27.1.09	Item 7 – Use of personal email and postal addresses <ul style="list-style-type: none"> <li>• Check with IT how to set up individual email accounts for each member of core group using current domain and arrange appropriate training once done.</li> </ul>	EM
27.1.09	Item 7.1 – Identity badges and cards <ul style="list-style-type: none"> <li>• Arrange for core group members and representatives to have badges with swirly design on.</li> <li>• Official cards for all representatives.</li> </ul>	EM EM
27.1.09	Item 8 – Work Programme <ul style="list-style-type: none"> <li>• Back claim expenses from statutory partners that have previously been claimed via LINK.</li> <li>• Report form to be emailed to all.</li> </ul>	EM JAN
27.1.09	Item 8.1.1 – Patient Environment Action Team inspections	

	<ul style="list-style-type: none"> <li>Representatives undertaking these to be requested to submit short report.</li> <li>Add to work programme.</li> </ul>	EM JAN
27.1.09	<p>Item 8.1.2 – Patient Involvement Group</p> <ul style="list-style-type: none"> <li>Representatives still required.</li> </ul>	ALL
27.1.09	<p>Item 8.1.3 – District Nurse Meeting – 16.2.09</p> <ul style="list-style-type: none"> <li>Request for representation to be resent to office.</li> </ul>	GT
27.1.09	<p>Item 8.2.1 – Children and Young People – box 5</p> <ul style="list-style-type: none"> <li>Comments on revised leaflet and timeline and workplan to be sent to Sue.</li> <li>Children and Young People on adult wards to be raised as an official issues and Janet to write to East Sussex Hospital Trust once this has been undertaken.</li> <li>Report from Janet on meeting held with Lisa Compton, Jane Hentley and Sam Williams on the question of what to do with people raising an issue who do not want to use the PALS service.</li> </ul>	ALL GT/JC JC
27.1.09	<p>Item 8.2.4 – Annual Health Check</p> <ul style="list-style-type: none"> <li>Janet to check with Walter if he would like to be involved.</li> </ul>	JC
27.1.09	<p>Item 8.2.5 – Commissioning – box 27</p> <ul style="list-style-type: none"> <li>Number of and who should undertake representation with regard to Practice Based Commissioning to be agreed once extent of involvement known.</li> </ul>	JC/EM
27.1.09	<p>Item 8.2.6 – Out of hours</p> <ul style="list-style-type: none"> <li>June happy to undertake this with Maureen. Correct spelling of name and update work programme.</li> </ul>	JAN
27.1.09	<p>Item 8.2.7 – General comments on work programme</p> <ul style="list-style-type: none"> <li>Update work programme as per agreements.</li> <li>Report back of meeting between David L and Elizabeth re full remit of hospital lead work.</li> </ul>	JAN DL/EM
27.1.09	<p>Item 9 – Issues List</p> <ul style="list-style-type: none"> <li>Update with agreed changes.</li> <li>Ensure that each meeting in public has this as an agenda item.</li> <li>Standing agenda item for core group.</li> </ul>	VAL EM JAN
27.1.09	<p>Item 10 – Forthcoming meetings and events</p> <ul style="list-style-type: none"> <li>List to be circulated.</li> <li>Agenda for meeting in public – 3.2.09 – to be circulated.</li> </ul>	EM EM/JANE
27.1.09	<p>Item 11.2 – Research Project – Alan</p> <ul style="list-style-type: none"> <li>Article and questionnaire supplied by Alan to be placed on website.</li> <li>Copy of article with regard to this on LINKs Exchange website to be sent to Alan.</li> </ul>	AK/EM EM
19.2.09	<p>Item 3.4 – Maternity Development Group</p> <ul style="list-style-type: none"> <li>All members to log issues re maternity and pass on to Maureen.</li> <li>Document explaining LINK position and who should be contacted to be circulated to core group.</li> </ul>	Core group members ML/staff team
19.2.09	<p>Item 3.5 – Annual Health Check</p> <ul style="list-style-type: none"> <li>Circulate form from Health Care Commission to core group and wider participants.</li> <li>Training and system for evidence gathering for next year.</li> <li>Letter to East Sussex Hospital Trust both Primary Care</li> </ul>	Staff team JC/EM JC

	Trust with decision.	
19.2.09	Item 3.7 – Host support for Core group meetings <ul style="list-style-type: none"> <li>• Change document as per agreements below and circulate again.</li> </ul>	Staff team
19.2.09	Item 3.8 – Corrected version of representatives protocol <ul style="list-style-type: none"> <li>• Staff team to issue a monthly update to representatives for use at meetings.</li> </ul>	Staff team
19.2.09	Item 4.3 – Workplan <ul style="list-style-type: none"> <li>• Update as per agreements below.</li> <li>• All to inform staff team of representation or activity being undertaken that is not currently on work plan.</li> <li>• Write to Sussex Partnership NHS Foundation Trust with regard to Ivy undertaking representation at Board level.</li> <li>• Ray to write report on Ore Valley Primary Care Centre site visit.</li> </ul>	Staff team Core group members EM  RB
19.2.09	Item 5 – Issues List <ul style="list-style-type: none"> <li>• Redrafted version and protocol for next meeting.</li> </ul>	JC, GT, ML and EM
19.2.09	Item 6 - IT training and Equipment provision <ul style="list-style-type: none"> <li>• Agenda item next meeting</li> </ul>	Staff team
19.2.09	Item 7 – Expense policy <ul style="list-style-type: none"> <li>• Arrange meeting of Policy sub-group, check if Dave Rogers still interested and encourage one further participant.</li> </ul>	EM
19.2.09	Item 8 – Independent Safeguarding Authority <ul style="list-style-type: none"> <li>• Agenda item March meeting</li> </ul>	Staff team
19.2.09	Item 9 - Forthcoming meetings and events <ul style="list-style-type: none"> <li>• List to be circulated.</li> </ul>	EM
19.2.09	Item 10 – Good news <ul style="list-style-type: none"> <li>• To be regular agenda item and list transferred to website.</li> <li>• Newsletter article re pre-op checks at Brighton Sussex Hospital. David L to check East Sussex Hospital NHS Trust board minutes and raise issue with them.</li> </ul>	Staff team Staff team  David Lawrance
19.2.09	Item 11 – Any other business <ul style="list-style-type: none"> <li>• All to use Janet’s new email address for LINK business.</li> </ul>	All
19.2.09	Item 11.2 – Training <ul style="list-style-type: none"> <li>• Programme for training for the coming year to be compiled and circulated.</li> </ul>	Training sub-group

#### ITEMS DISCUSSED AS PER AGENDA:-

Item No	Item	Agreed
1.	<b>Welcome, introductions and apologies</b> <ul style="list-style-type: none"> <li>• Janet welcomed all to the meeting.</li> <li>• Two new members were in attendance, Les Tostevin (sharing place with Ambrose O’Boyle due to other commitments) representing the Hastings and Rother Rainbow Alliance and Geoff Brown representing the consortium of East Sussex Citizen Advice Bureaux.</li> <li>• Baldev Soni from the Sussex Indian Punjabi Society was in attendance as an observer as he is interested in being part of the core group.</li> <li>• Ivy was wished Happy Birthday.</li> <li>• Apologies recorded above.</li> </ul>	





<p><b>5.</b></p>	<p><b>Issues List</b></p> <p><u>5.1 – Headline Issues list</u></p> <ul style="list-style-type: none"> <li>• The headline issue list was circulated to the members of the Liaison group (membership consisting of Paul Rideout, East Sussex County Council (ESCC) - chair, Jade Hayes, ESCC and of the statutory and voluntary partners who were involved in the tendering process and initialisation of the LINK). Unfortunately the purpose of this document was not fully understood and anxiety was voiced with regard to the actions taken with regard to these issues.</li> <li>• A copy of the letter Janet has written to Lisa Compton, Jane Hentley and Sam Williams was circulated prior to the meeting.</li> </ul> <p><u>5.2 – Managing the Issues</u></p> <ul style="list-style-type: none"> <li>• All issues brought forward since the beginning of April (including legacies from the PPIFs) have been logged in the office.</li> <li>• If the LINK is not able to deal with it those raising the issue have been informed.</li> <li>• Some have been signposted to PALS or the social care equivalent.</li> <li>• There are some who do not wish to use the PALS systems – what do we do with these?</li> <li>• Some have been requests for information – in which case Janet has written to the appropriate person and has received a reply well within the 20 day time limit. Information is then passed back to the person requesting it.</li> <li>• One issue came to LINK from the PCT, Janet and Elizabeth tried to help but it is now back with the PCT.</li> <li>• Some of the issues on the list are no longer current and some are being investigated by other groups.</li> <li>• The core group needs to decide which issues should have priority.</li> <li>• The list was circulated at the meeting for all to consider and rate. The papers were collected at the end of the meeting for the sub group (Janet, Maureen, Geoff and Elizabeth) to assess.</li> <li>• Issue List to be redrafted – issues out of date or dealt with removed, grouped together and with the above priorities for endorsement by the core group at the next meeting.</li> <li>• Where an issue comes in and it is know that this is being dealt with by another person/organisation then it should be passed on to them.</li> <li>• Janet has had a meeting with Lisa Compton, Jane Hentley and Sam Williams where issues were discussed.</li> <li>• Maureen requested clarification of the letters that were going out in the name of the core group.</li> <li>• Staff team to be part of activity group that brings forward issues and makes recommendations to the core group.</li> <li>• An agreed communication system with our statutory partners will be part of the joint working protocol which is currently being drafted.</li> <li>• Feedback on the action taken should be requested when issues are signposted.</li> </ul>	<p><b>Action</b></p>
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	<p>with Mike before and he is very approachable.</p> <ul style="list-style-type: none"> <li>• Jan – Process are being completed and the LINK can now start to move on.</li> <li>• Janet – Maureen and Janet attended first national conference for LINK participants and throughout the presentations and group work East Sussex were with the front runners. Specifically visiting and entering arrangements and training were referred to because of the quality of the work and training programme.</li> </ul>	
11.	<p><b>Any other business</b></p> <p><u>11.1 – Email address for Janet</u></p> <ul style="list-style-type: none"> <li>• New email address for LINK work for Janet – <a href="mailto:janet.colvert@googlemail.com">janet.colvert@googlemail.com</a>.</li> </ul> <p><u>11.2 – Training programme</u></p> <ul style="list-style-type: none"> <li>• Ivy asked when the next training would be happening. A years training plan is currently being put together.</li> </ul>	<b>Action</b>
12.	<p><b>Close of meeting</b></p> <ul style="list-style-type: none"> <li>• Meeting closed at 12.45.</li> </ul>	

**Date of Next two meetings:**  
Meeting room – East Sussex Disability Association

**Friday 20<sup>th</sup> March – 10.00-12.30pm.**

**Thursday 16<sup>th</sup> April – 10.00-12.30pm.**

Minutes agreed as correct at the meeting on: Friday 20<sup>th</sup> March 2009

Corrections made (if any): None

Signed: .....

Date: .....