

EAST SUSSEX LINK

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

Minutes of Core Group Meeting

10.00 – 12.30 - 16th April 2009

Meeting Room East Sussex Disability Association

Attending: Janet Colvert - Chair
 Maureen Lawrence and Geoff Thomas, Vice Chairs
 Tony Moore, Ivy Elsey, June Jarrett, Margaret Stanton, Sue Weiner, Ray Barrett,
 Geoff Brown, Baldev Soni and David Lawrance.

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

Apologies: Ambrose O'Boyle, Les Tostevin and Alan Keys.

ACTIONS

Date of meeting	Action	Person Responsible
27.1.09	Item 6.1 – Item 5.5 – PA equipment <ul style="list-style-type: none"> Check equipment and decide if needs to be changed for next meeting in public. 	EM
27.1.09	Item 7.1 – Identity badges and cards <ul style="list-style-type: none"> Official cards for all representatives not yet available. 	EM
27.1.09	Item 8.2.1 – Children and Young People – box 5 <ul style="list-style-type: none"> Question of what to do with people raising an issue who do not want to use the PALS service to be raised separately from the meeting with Lisa Compton, Jane Hentley and Sam Williams. 	JC
19.2.09	Item 11.2 – Training <ul style="list-style-type: none"> Programme for training for the coming year to be compiled and circulated. Training and a system for evidence gathering for Annual Health Check for 2009-2010 to be part of terms of reference for group. 	Training sub-group
20.3.09	Item 3 – Minutes and Matters arising not on today's agenda <u>27.1.09 Item 8.1.2 – Patient Involvement Group</u> <ul style="list-style-type: none"> EM to check wider participants. <u>19.2.09 – Item 10 – Good news</u> <ul style="list-style-type: none"> Alan to write newsletter article re pre-op checks at Brighton and Sussex University Hospitals Trust. (BSUHT) Once written David L to check East Sussex Hospital NHS Trust board minutes and raise issue with them. 	AK DL
16.4.09	<u>Item 3 – Matters arising</u> <u>27.1.09 - Children and Young People</u> <ul style="list-style-type: none"> Research report from Healthcare Commission and Adult Social Care as stated below. <u>27.1.09 - Practice Based Commissioning</u> <ul style="list-style-type: none"> Meeting to be arranged between Sarah Valentine from the PCTs and a small group on behalf of LINK. <u>27.1.09 - Work Programme – Ore Valley Primary Care Centre</u> <ul style="list-style-type: none"> Report on this after next Healthier Hastings Partnership Board meeting. Ray and Ambrose to work together. Geographical areas to be on June agenda. <u>19.2.09 – Item 8 – Independent Safeguarding Authority (ISA)</u>	SW JC, GT, AK, SW RB and AOB JAN

	<ul style="list-style-type: none"> • New Criminal Records Bureau or ISA checks to be undertaken. • Research if the Protections of Vulnerable Adults (POVA) list still exists. <p><i>19.2.09 – Item 9 – Forthcoming meetings and events</i></p> <ul style="list-style-type: none"> • Transfer all information to website calendar and print on request. <p><u>Item 4 – Issues List</u></p> <ul style="list-style-type: none"> • To be marked as Confidential on Report and agenda. • Flowchart to help when issue raised so that pertinent information is gained to help the prioritising process. • IR53 – Ascertain from Care for the Carers if this issue is from the organisation or an individual. Letter to Care for the Carers re commissioning. Add issue to meeting with Sarah Valentine and make contact with Adult Social Care to ask same questions. • IR54 – letter to those who raised the issue. • IR55 – letter to person raising the issue. • IR56 - letter to person raising the issue. • IR57 – action once reply received from Isla Dowd. • IR58 – signpost – action completed. <p><u>Item 5 – Work Programme</u></p> <ul style="list-style-type: none"> • Checklist for monitoring work programme to be created. • Make changes as listed below and produce list of changes when they occur. • Letters of confirmation for Ivy to be official LINK rep to Learning Disability and Older People’s Partnership Boards. • Ensure that anyone named in document who is not a member of the core group has given permission for their details to be published. • Date of next Lewes Town Forum meeting for Maureen. • Amendments or corrections on this document need to be sent to info@thecountylink.net. <p><u>Item 6 – Maternity Services Development Group</u></p> <ul style="list-style-type: none"> • Items listed below to be reported back. • Agenda item for May meeting. • David to ask at East Sussex Hospital Board meeting for report on car parking to be publicised. <p><u>Item 7 – IT Training and Equipment</u></p> <ul style="list-style-type: none"> • Agenda item for May meeting. <p><u>Item 8 – Finance Report</u></p> <ul style="list-style-type: none"> • Meeting to be rescheduled. <p><u>Item 9 – Good news</u></p> <ul style="list-style-type: none"> • Chase letter with regard to out of hours for June. • Anyone able to help with the stand on 29th April contact the office, DL to check diary. • Change date for AGM. 	<p>EM EM</p> <p>EM</p> <p>Host team EM</p> <p>EM – all actions</p> <p>EM EM EM EM</p> <p>EM JAN EM</p> <p>EM</p> <p>Val ALL</p> <p>ML JAN</p> <p>DL</p> <p>JAN</p> <p>EM</p> <p>EM ALL/DL</p> <p>EM</p>
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ITEMS DISCUSSED AS PER AGENDA:-

Item No	Item	Agreed
1.	<p>Welcome, introductions and apologies</p> <ul style="list-style-type: none"> Janet welcomed all to the meeting. Apologies recorded above. 	
2.	<p>Declaration of interest</p> <ul style="list-style-type: none"> No new declarations of interest were declared. 	
3.	<p>Minutes of meeting held on 20th March 2009</p> <ul style="list-style-type: none"> Minutes were agreed as an accurate recording of the meeting and were signed by the Chair. <p>Completed actions:- 27.1.09:- <u>Item 8.1.3 – District Nurse Meeting – 16.2.09</u></p> <ul style="list-style-type: none"> As this meeting has now taken place it was agreed to remove this action – it has to be accepted that not all requests for representation can be fulfilled. <p><u>Item 8.2.1 – Children and Young People</u></p> <ul style="list-style-type: none"> All were asked to respond when requests for an opinion are made even if it is only to acknowledge agreement. David has taken up the issue of children on adult wards with Judith Clabby who confirmed that there is a designated ward for 16 year olds and under at each hospital. Geoff T was concerned with the 16-19 age bracket for those with Learning Disabilities. There is a new unit in the west of the county for young people needing to be sectioned. Sue informed all that the Healthcare Commission have undertaken a review of services which included East Sussex. Adult Social Care have also undertaken a project with regard to the progression of children into adult services. She offered to undertake some research into the reports relating to these. The meeting between Janet, Lisa Compton, Jane Hentley and Sam Williams has been postponed. Janet will raise separately the question of what to do with people raising an issue who do not want to use the PALS service. <p><u>Item 8.2.5 – Commissioning</u></p> <ul style="list-style-type: none"> Alan has undertaken work before on Practice Based Commissioning and would be happy to do this again for NHS East Sussex, Downs and Weald PCT. Janet, Geoff, Alan and Sue to meet with Sarah Valentine whose role at the PCT's covers this area. Should this be to look at World Class Commissioning not just Practice Based Commissioning. <p><u>Item 8.2.7 – General comments on work programme</u></p> <ul style="list-style-type: none"> Meeting between David and Elizabeth taken place. <p><u>Item 9 – Issues list</u></p> <ul style="list-style-type: none"> Issues will be placed on all agenda items for meetings in public in future. <p>19.2.09: <u>Item 3.8 – Corrected version of representatives protocol</u></p> <ul style="list-style-type: none"> Janet will undertake monthly update in the future. <p><u>Item 4.3 – Work Programme – Ore Valley Primary Care Centre</u></p> <ul style="list-style-type: none"> Ray reported that there will be a presentation at the next Healthier Hastings Partnership Board meeting with regard to this because of all the rumours that are around, he will undertake a report after this. Ore Clinic will not be closing 	<p>Action</p> <p>Action</p> <p>Agreed</p> <p>Action</p> <p>Action</p>

<p>3. con</p>	<p>although the services offered may change.</p> <p><u>20.3.09:</u> <u>Item 1 – Welcome and apologies</u></p> <ul style="list-style-type: none"> • Letter sent to Liz Lash. <p><u>27.1.09 - Item 10.2 – Members Directory</u></p> <ul style="list-style-type: none"> • Once sorted David will inform office of new email address. <p><u>27.1.09 – Item 8 - Work Programme</u></p> <ul style="list-style-type: none"> • Any problems with claiming expenses whilst representing the LINK to be reported to office. <p><u>19.2.09 – Item 4.3 – Work Programme</u></p> <ul style="list-style-type: none"> • Ray to link up with Ambrose re Ore Valley Primary Care Centre. • Geographical area to be put on June agenda. <p><u>19.2.09 - Item 8 – Independent Safeguarding Authority</u></p> <ul style="list-style-type: none"> • Elizabeth has checked with Nick Tapp and only Sue’s CRB check has gone through at the fully enhanced level. All future CRB checks will be undertaken at the highest level. June did question this with Nick. Those with current CRB checks will either have to do them again at the fully enhanced level or undertake the Independent Safeguarding Authority check. Elizabeth to arrange the new checks. • Elizabeth is currently being registered so that she can sign application forms for CRB/ISA checks. • It was questioned whether the POVA list still exists – Elizabeth to check. <p><u>19.2.09 - Item 9 – Forthcoming meetings and events</u></p> <ul style="list-style-type: none"> • Calendar is now live on the website – Elizabeth is gradually updating this from the paper version. This can be printed for anyone who wishes a paper copy. The current paper copy to be discontinued. • Margaret reported that the date of the Healthier Eastbourne meeting has changed. <p><u>20.3.09 – Item 4 – Issues List</u></p> <ul style="list-style-type: none"> • The actions relating to this Issues List have not been undertaken. Rather than go through the list individually Janet guaranteed that the actions would be undertaken next week and asked for agreement that all these actions could be taken off as done. <p><u>20.3.09 – Item 5 – Work Programme</u></p> <ul style="list-style-type: none"> • Updated and new document sent out. <p><u>20.3.0 – Item 5.1 – Policies sub-group – Governance pack</u></p> <ul style="list-style-type: none"> • Letters received confirming agreement with pack. <p><u>20.3.09 – Item 6 – Maternity Services Development Group</u></p> <ul style="list-style-type: none"> • Maureen and Sue submitted articles for newsletter. 	<p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p> <p>Agreed</p> <p>Agreed</p>
<p>4.</p>	<p>Issues List – Confidential Discussion</p> <ul style="list-style-type: none"> • The contents and discussion of the issue list circulated at the meeting must be treated as confidential. This to be added to report and agenda. • Need to be clear the relationship to and within an organisation of issues are raised by an individual linked to an organisation. Also whether the issue is raised on behalf of the organisation or not. As issues can be raised to any member of the LINK it was agreed that a flowchart should be created so that all the pertinent information is captured when the issue is initially raised. <p><u>New issues discussed by Janet, Maureen, Geoff and Elizabeth prior to this meeting</u></p> <p><i>IR53 – Support for Carers code 2 (signposting) and 4 (more information required)</i></p>	<p>Action</p> <p>Agreed Action</p> <p>Agreed</p>

<p>5. con</p>	<ul style="list-style-type: none"> • Monitoring – need to monitor the work of the LINK in the next 2 years to see what works, what needs changing and what is effective. • There was a long discussion on using the Red, Amber, Green system and ensuring that completed actions that become ongoing work is monitored and evaluated. How to show that evaluation and further action was also discussed. • Use Checking progress section to monitor work undertaken within the work programme. Checklist to be created to help in the monitoring process – questions along the lines of what is the impact, difference made, was it worth it, any changes required. • Page 1 – key - need to take out Core Group in front of sub groups. • Page 2 – Children and Young People (CYP) – Change date of first meeting to 7.4.09 • Page 9 – change working to activity • Page 20 – Learning Disability and Older People Partnership Board – Ivy already attends these and is happy to be an official LINK rep and report back. Letters of confirmation to be undertaken. • Only changed pages will be reproduced from now on and a list of changes to be produced as they occur. • Only lead people to be named in document, then wider participants. Anyone who is leading a group and is not a member of the core group needs to give permission for their name to be published. • Some activity groups, such as CYP will have sub groups within them. • When statutory partners receive the joint working protocols they will also receive an appendix which lists the names of confirmed reps. • Wider participants on the database have now been listed under the areas they are interested in. There are only a small chunk of new individuals as a lot are professionals from the statutory sector. • Community networks are an important area and need to be recruited to. Val attended the last Lewes Town Forum, Maureen asked for the date of the next meeting as she would be interested in attending. • Geoff B sits on both the Hastings Community Network (HCN) and the Speak Up Forum and would be happy to represent LINK. • Ray also sits on Hastings Community Network. • The host team are meeting with Miriam Miklaszewska from Speak Up with regard to representation on this. • Any amendments/corrections should be sent to info@thecountylink.net. 	<p>Action</p> <p>Action changes</p> <p>Agreed</p> <p>Agreed Action Action</p> <p>Action</p> <p>Action</p>
	<p>COMFORT BREAK</p>	
	<p>After the break the core group requested discussion time that was not minuted.</p>	
<p>6.</p>	<p>Maternity Services Development Group – update from Maureen Lawrence</p> <ul style="list-style-type: none"> • There have been no further meeting of this group since the last core group meeting. • A public bulletin is to be issued – suggestions for Maureen to take back on this are: <ul style="list-style-type: none"> • Report even if there are no major changes. • Show that are moving forward. • Praise for negotiation and way handled. • Agenda item for core group in May for update. 	<p>Action</p>

12.	Close of meeting <ul style="list-style-type: none"> • Meeting closed at 12.45. 	
<p>Date of Next two meetings: Venue: Meeting room – East Sussex Disability Association</p> <p>Wednesday 13th May – 10.00-12.30pm. Apologies: Janet Colvert (will need Maureen or Geoff to Chair)</p> <p>Wednesday 10th June – 10.00-12.30pm Apologies:</p> <p>Meeting dates for July, September and October need to change as they clash with the Practice Commissioning Board. It was agreed to change the dates to the day before, ie 15th July, 16th September and 14th October.</p>		

Minutes agreed as correct at the meeting on:

2009

Corrections made (if any): None

Signed:

Date: