

EAST SUSSEX LINK

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

**Minutes of Core Group Meeting
10.00 – 12.30 - 13th May 2009
Meeting Room East Sussex Disability Association**

Attending: Maureen Lawrence – Vice Chair and Chairing the meeting
Geoff Thomas - Vice Chair
Tony Moore, Ivy Elsey, June Jarrett, Margaret Stanton, Sue Weiner, Ray Barrett,
David Lawrance, Les Tostevin and Alan Keys.

In attendance: Nick Tapp - Host, Elizabeth Mackie - LINK Manager,
Jan Cutting - Development Worker (*notes*) and Jane Hay - Administrator

Apologies: Janet Colvert, Geoff Brown, and Baldev Soni.

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 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
13.5.09	<p><u>Item 3 – Minutes and Matters arising not on today's agenda</u> <u>27.1.09 & 20.3.09 Item 8.1.2 – Patient Involvement Group</u></p> <ul style="list-style-type: none"> Letter to confirm David as official rep. Update work programme. David to inform office of forthcoming meeting dates to update calendar. <p><u>19.2.09 – Item 10 – Good news</u></p> <ul style="list-style-type: none"> Alan to write newsletter article re pre-op checks at Brighton Sussex Hospital once meeting with Sarah Valentine has taken place. Once written David L to check East Sussex Hospital NHS Trust board minutes and raise issue with them. <p><u>16.4.09 and 27.1.09 – Practice Based Commissioning</u></p> <ul style="list-style-type: none"> It has been difficult to arrange a meeting with Sarah Valentine and core group members due to diary dates. <p><u>16.4.09 - Item 4 – Issues List</u></p> <ul style="list-style-type: none"> Flow chart and criteria for prioritising issues to be completed. circulated. IR53 – action as per guidance from Janet. <p><u>16.4.09 - Item 5 – Work Programme</u></p>	<p>EM/JMC DL</p> <p>AK</p> <p>DL</p> <p>JC, GT, AK, SW EM</p> <p>JC & EM</p> <p>EM</p>

<p>13.5.09 con</p>	<ul style="list-style-type: none"> Split work programme into sections on the website. Ivy and Elizabeth to meet with regard to level of representation and reports required. Elizabeth to pass to Ivy previous correspondence with regard to the Learning Disability Board. <p><u>Item 4 – Issues List</u></p> <p><u>4.1 – IR37 – Dental provision for those without a postcode</u></p> <ul style="list-style-type: none"> Letter to dental board for a meeting, bring this forward as first issue. <p><u>4.2 – New issues</u></p> <p>4.2.1 – IR59 – Respite Care – 4 – more information required</p> <ul style="list-style-type: none"> Letter to Adult Social Care (ASC) to ascertain if adult protection alert raised and if so what the outcome was. Training to be arranged with regard to ASC complaint procedure and advocacy for older people. <p>4.2.2 – IR60 – Lack of Bowel Cancer Screening in local area (Seaford) - 4 (more information required)</p> <ul style="list-style-type: none"> Letter to national screening programme to ascertain if this is readily available in Seaford. Letter to ESHT to find out where further services are available to those living in Seaford. <p><u>Item 5 – Work Programme</u></p> <p><u>5.1 – Requests for Representation</u></p> <ul style="list-style-type: none"> Agenda item for June. <p><u>5.2 – Updates – activity and sub groups</u></p> <p><i>5.2.1 – Monitoring Development of Primary Care Centres - NHS East Sussex Downs and Weald – Devonshire Ward Walk In Centre (page 24)</i></p> <ul style="list-style-type: none"> Research Public and Patient Involvement (PPI) in this scheme and any future meeting dates. <p><i>5.2.2 – Monitoring Development of Primary Care Centres - NHS Hastings and Rother – Station Plaza Primary Care Centre and Walk In Centre (page 24)</i></p> <ul style="list-style-type: none"> Check if Dave Rogers is attending PPI group and if not need another LINK rep. <p><i>5.2.3 – Activity Group – Children and Young People</i></p> <ul style="list-style-type: none"> Core group, other than Margaret and Janet, to respond to questionnaire circulated. Discussion required re use of term “activity” group. <p><u>6. Maternity Services Development Group</u></p> <ul style="list-style-type: none"> Nick to pass details of lack of accessible toilets in the maternity unit to Maureen. David to take above issue up with East Sussex Hospitals NHS Trust Board. Community issues can be gathered by Development Workers. Item to be discussed under work programme in future. Discussion with Janet with regard to Any Other Business as item on future agendas. <p><u>7. IT training and equipment</u></p> <ul style="list-style-type: none"> Core group members to liaise with office. <p><u>8. Finance Report</u></p> <ul style="list-style-type: none"> Future date to be set. <p><u>9. Development Day</u></p> <p><u>9.1 – Action points</u></p>	<p>EM IE and EM</p> <p>EM</p> <p>EM</p> <p>EM</p> <p>EM</p> <p>EM</p> <p>JMC</p> <p>EM</p> <p>EM</p> <p>JMC - agenda June NT</p> <p>DL</p> <p>VY, JMC, EM JMC All core group ? how</p> <p>ALL as required</p> <p>Finance sub group</p>
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<p>13.5.09 con</p>	<ul style="list-style-type: none"> • Champions to consider the time and help required from Host team, Host team to consider time available. <p><u>9.2 – Vision for LINK in 2 years – public and statutory sector</u></p> <ul style="list-style-type: none"> • Discuss inviting Chief Executive Officers of statutory partners to core group meetings at June meeting. • Liaison group meeting minutes to be circulated. <p><u>9.3 – Annual report</u></p> <ul style="list-style-type: none"> • Geoff to supply information as agreed. • Alan to supply information on Quality Counts (discussed under good news). • Hard copy to be circulated on Friday 15th May, response by all core group members by Friday 22nd May. <p><u>10. Good news</u></p> <ul style="list-style-type: none"> • Circulate report of meeting with Debby McCreedy. Core group to agree discharge summary survey. • Arrange meeting between Ivy and Elizabeth with regard to remit as LINK representative on Older People’s Partnership Board. • Concerns from the community with regard to social isolation for non-heterosexual’s within sheltered housing, care and nursing homes to ascertained by Development Workers. • Consider Diversity training for Core Group members. 	<p>Champions/Host team</p> <p>JMC – agenda June EM</p> <p>GT AK</p> <p>Host Team All Core Group</p> <p>DL/Host team Core group</p> <p>IE/EM</p> <p>VY, JMC, EM</p> <p>Training sub group</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"> • Maureen 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>Matters arising and not on today's agenda (including Completed actions:-</p> <p>27.1.09:- <u>Item 7.1 – Identity badges and cards</u></p> <ul style="list-style-type: none"> • Identity badges now issued for all authorised reps where photographs have been received. <p>19.2.09: <u>Item 11.2 – Training</u></p> <ul style="list-style-type: none"> • Meeting organised for 20.5.09, pm, to meet the new area Manager for the Care Quality Commission (CQC), Maureen, Geoff and Margaret attending. This will a) inform the LINK the evidence required by them for next years annual report, especially in relation to Social Care. b) familiarise the new area Manager on our LINK. CQC have also offered to organise training for the core group. <p>20.3.09: <u>27.1.09 – Item 8.1.2 – Patient Involvement Group</u></p> <ul style="list-style-type: none"> • David has attended one of these meetings and is prepared to be the official representative for the LINK. Official letter to be sent and work programme to be updated. David to notify office of meeting dates for calendar update. <p><u>19.2.09 – Item 10 – Good news</u></p> <ul style="list-style-type: none"> • Alan to undertake article after meeting with Sarah Valentine. David to take up with East Sussex NHS Hospital Trust (ESHT) after this. <p>16.4.09 <u>27.1.09 - Children and Young People</u></p> <ul style="list-style-type: none"> • Sue was unable to find the report on the web from the Health Care Commission, Janet was hoping to follow this up. Adult Social Care document found. East Sussex County Council Social Services (ESCCSS) Children to adult Transition strategy now published, Sue has had a quick look through. <p><u>27.1.09 - Work Programme – Ore Valley Primary Care Centre</u></p> <ul style="list-style-type: none"> • Ray reported that the Healthier Hastings Partnership Board (HHPB) concentrated on the way that the Board would act in the future, the decision being that there should be less discussion and more action. Currently there is no point in Ray and Ambrose meeting. <p><u>19.2.09 – Item 8 – Independent Safeguarding Authority (ISA)</u></p> <ul style="list-style-type: none"> • Full enhanced CRB checks being undertaken. • Information available with regard to ISA. • Protection of Vulnerable Adults (POVA) list still exists. <p><u>19.2.09 – Item 9 – Forthcoming meetings and events</u></p> <ul style="list-style-type: none"> • Calendar updated regularly on the website. Elizabeth congratulated on this. <p><u>Item 4 – Issues List</u></p> <ul style="list-style-type: none"> • Flow chart still to be undertaken. Elizabeth and Janet have started to look at documents from other LINK and will be discussed again at their next strategy 	<p>Action</p> <p>Action</p> <p>Action</p>

<p>4. con</p>	<p>already offered to undertake this and it was agreed to take this forward and also invite Steven Giles, Age Concern, who runs the older peoples advocacy service.</p> <ul style="list-style-type: none"> • Also to note – there is a lack of complaints procedures within General Practice. <p>4.2.2 – IR60 – Lack of Bowel Cancer Screening in local area (Seaford) - 4 (more information required)</p> <ul style="list-style-type: none"> • There is currently a national screening programme being undertaken, which is based on self testing. It was unknown if this was readily available in Seaford. Agreed to write to national screening programme to find out. • It was also unknown if positive result, and live in Seaford, where further screening/treatment undertaken. It has previously been stated that services would be available locally in Seaford. Agreed to write ESHT to find out where further services are available. • This issue led to general discussion with regard to if an issue is a general issue or not, it was felt that the LINK should be objective with regard to all issues raised. 	<p>Agreed Action</p> <p>Agreed Action</p>
<p>5.</p>	<p>Work Programme</p> <ul style="list-style-type: none"> • Version 7, pages 1, 2 and 19 and overview of work programme circulated prior to meeting. <p><u>5.1 – Requests for representation</u></p> <ul style="list-style-type: none"> • To be discussed at the meeting in June. <p><u>5.2 – Updates – activity and sub groups</u></p> <p><i>5.2.1 – Monitoring Development of Primary Care Centres - NHS East Sussex Downs and Weald – Devonshire Ward Walk In Centre (page 24)</i></p> <ul style="list-style-type: none"> • Margaret was concerned that she has not had a lot of involvement in this other than being part of an interview panel for the tendering stage of the development. Host team to research with regard to public and patient involvement (PPI) and any future meeting dates. <p><i>5.2.2 – Monitoring Development of Primary Care Centres - NHS Hastings and Rother – Station Plaza Primary Care Centre and Walk In Centre (page 24)</i></p> <ul style="list-style-type: none"> • Ray reported that Dave Rogers was no longer attending the PPI meeting. <p><i>5.2.3 – Children and Young People Activity Group (page 2)</i></p> <ul style="list-style-type: none"> • Proposed questionnaire to be sent out to wider participants interested in joining this group was circulated to Core Group for comment, once agreed this could form a template for all activity groups. Janet commented before this was circulated, however the only other response received came from Margaret. Again core group members were asked to respond even if it is just to say that they agree. Laura Williams, Development Manager, East Sussex Council for Voluntary Youth Service, commented that she was confused by the term “activity”, did this mean that we were undertaking activities for children and young people. Sue asked for reconsideration of this title. 	<p>Agreed Action</p> <p>Agreed Action</p> <p>Action</p> <p>Action</p>
<p>6.</p>	<p>Maternity Services Development Group (MSDG) – update from Maureen Lawrence</p> <ul style="list-style-type: none"> • Maternity Services Bulletin for circulation to the general public has been created and debated at the last meeting. It was felt that this needed to be revised. • The full strategy is available on the PCT websites. • There has been a promise for additional midwives for the community which will be jointly funded between the Hospital and PCT Trusts. There will be a presentation from the community midwives at the next MSDG meeting. • Maureen asked for any issues with regard to the maternity service to be sent to her so that she can report them to the MSDG. Nick Tapp reported a problem with a lack of accessible toilets for disabled mothers, to give details 	<p>Agreed</p>

6. con	<p>to Maureen. David agreed to report this at the next Hospital Trust Board.</p> <ul style="list-style-type: none"> It was agreed that the Development Workers could discuss maternity services to gain issues from the community. There was a general discussion with regard to the importance that this representation is given when it is a specific agenda item rather than reported under work programme, especially as an official representative Maureen submits a written report. It was agreed that in future this would be reported under work programme and be removed as a specific agenda item. There was further discussion with regard to the need to have Any Other Business as an agenda item. The agenda is circulated to all Core Group members in advance of the paperwork for the meeting is finalised in order that all have the opportunity to add items for discussion. It was further agreed that urgent items that happen between the circulation of the paperwork and the meeting would be discussed with the Chair before the meeting begins. It was agreed that there should be further discussion with regard to this with Janet on her return. 	<p>Action Agreed Action</p> <p>Agreed Action</p> <p>Agreed Action</p>
7.	<p>IT Training and Equipment</p> <ul style="list-style-type: none"> It was agreed that core group members with any training or equipment needs should liaise with the office. 	<p>Agreed Action</p>
COMFORT BREAK		
8.	<p>Finance report</p> <ul style="list-style-type: none"> Meeting to be rescheduled therefore nothing to report. Geoff apologised for not noting the date of the previous meeting. 	<p>Action</p>
9.	<p>Development Day Action points and part of vision circulated prior to meeting.</p> <p><u>9.1 Action points</u></p> <ul style="list-style-type: none"> Geoff would like to have seen some host support time added to the Champions noted to move this forward. An email had been sent to Margaret with regard to starting the Library, Elizabeth apologised to Geoff that he was not included due to his holiday. It was agreed that the Champions listed should consider what time/help they require and the Host team consider time available to devote to this, for further discussion. <p><u>9.2 – Vision for LINK in 2 years – public and statutory sector</u></p> <ul style="list-style-type: none"> Discussion with regard to role of LINK representatives at Board meetings took place. It was agreed that representatives should be able to raise issues and concerns with the relevant Board and report back to community and vice versa. Attending meetings develops relationships and subtle influence but this must be on a LINK basis rather than individual. Elizabeth reported that the Joint Working Protocols between LINK and statutory partners had been circulated. Representatives need to be clear on what basis they are attending meetings as an official LINK representative and need support from Host team with this. Discussion with regard to inviting others, such as the Chief Executive Officers of our statutory partners, to our meetings. Janet does meet with them on a regular basis, it was questioned whether reports of these meetings were available, currently no. It was agreed to discuss this at the next core group meeting. It was agreed to circulate the minutes of the Liaison group meeting. Specific issues from minutes and reports need to be highlighted. This could be part of the function of those undertaking work on the library. <p><u>9.3 – Annual report</u></p>	<p>Agreed Action</p> <p>Agreed</p> <p>Agreed Action</p> <p>Agreed Action</p>

<p>9. con</p>	<ul style="list-style-type: none"> • Janet and Elizabeth have been working on the first draft, which is currently about 30 pages. Geoff has agreed to supply some information for gaps identified. Due to work required on this it will not be available for circulation in hard copy until Friday 15th May. Response required from all core group members by Friday 22nd May. It has also meant that some of the actions for Elizabeth to undertake from the last meeting have not happened. • Circulation of annual report, which include the promotional DVD, has to be to Secretary of State, Care Quality Commission, East Sussex County Council, Hospital and PCT Trusts. It will also be published on the LINKs Exchange and includes hyperlinks to all reports listed within the annual report which support activities undertaken. The reports are being uploaded to the website at the same time. It could also go to the Community and Voluntary Sector organisations, libraries and GP waiting rooms. • Due to budgetary constraints the print run is likely to be 200 copies only, after that it will have to be photocopied. • Elizabeth was thanked for all her hard work on this. 	<p>Agreed Action</p>
<p>10.</p>	<p>Good news</p> <ul style="list-style-type: none"> • <u>David</u> – Had a good meeting with Debby McCreedy, Director of Governance at East Sussex Hospitals NHS Trust – report to be circulated. Involvement of the LINK with regard to all surveys undertaken was welcomed. This would include our survey, developed previously by the Public and Patient Forum, to ascertain a snap shot on patient experience of their stay in hospital and included in their discharge pack. It was questioned if this survey had been agreed by the core group. • <u>Ivy</u> – In response to a question raised on behalf of the East Sussex Seniors Association at the Older People’s Partnership Board, the Board agreed that information with regard to the commissioning of services could be requested from them. Ivy asked for a meeting with Elizabeth with regard to a clear remit as LINK representative on this group. • <u>Les</u> – Has been appointed Chair for Hastings and Rother Rainbow Alliance. They have had the issue of isolation of those other than heterosexual within sheltered housing, care and nursing homes raised with them. A survey in Hastings confirmed a lack of diversity training within care and nursing homes. There has also been a piece of work undertaken on this by Brighton and Hove Age Concern and Polaris Housing. Host team members have received diversity training, should this be undertaken by Core Group members as well. It was agreed that Development Workers could ask for any issues from the community. • <u>Alan</u> – Primary angioplasty/heart attack patient project meetings with Sussex Heart Network now underway, there will be a further report in November. New NHS initiative – Quality Accounts. various specialist groups, including patients and public, will be engaged in a project to develop the best approach to treatment across the County. The plan is for the project to report in November. The LINK has a part to play with regard to the quality outcomes that should be put in place, and then monitoring this. It was agreed that Alan should put together a couple of lines for the annual report under the recommendations section (reported under annual report actions above). • <u>Sue</u> – South East Coast NHS Ambulance Trust are holding an open day in the near future and she recommended that all attend if possible as this will be very informative. • <u>Nick</u> – Wheel Chair service repair contract – congratulated on the Public and Patient Involvement in writing and tendering the contract, unfortunately didn’t tell the group who the contract had been awarded to. There is a proposal for a piece of work for this group to do alongside LINK. Once this proposal is 	<p>Action</p> <p>Action</p> <p>Agreed Action</p> <p>Agreed Action</p>

10. con	available it will be brought forward to the Core Group for consideration. • The Host team were thanked for all their hard work.	
11.	Core Group discussion time • This part of the meeting was dedicated to Core Group discussion without Host team members and therefore is not minuted.	
12.	Close of meeting • Meeting closed at 12.30pm.	

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

Wednesday 10th June - 10.00-12.30pm
Apologies:

Wednesday 15th July - 10.00-12.30pm
Apologies: Alan Keys, Les Tostevin and Ambrose O'Boyle

Minutes agreed as correct at the meeting on: 10 June 2009

Corrections made (if any):

Signed:

Date: