

EAST SUSSEX LINK

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

**Minutes of Core Group Meeting
10.00 – 12.30 - 10th June 2009
Meeting Room East Sussex Disability Association**

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

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

Apologies: Tony Moore, Geoff Brown, Baldev Soni, Perry Aldred, Les Tostevin,
Ambrose O'Boyle

ACTIONS

Date of meeting	Action	Person Responsible
27.1.09	<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	<p>Item 11.2 – Training</p> <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- this is on-going. EM
10.6.09	<p>19.2.09 – Item 10 – Good news</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. Alan stated that Sarah is leaving in July. He is attending a PPI meeting on 11th June and will get an update in order to do the article. Once written David L to check East Sussex Hospital NHS Trust board minutes and raise issue with them. <p>16.4.09 and 27.1.09 – Practice Based Commissioning</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. Alan to speak about this at 11.6 meeting (talk to Lisa Compton). 	AK DL
10.6.09	<p>16.4.09 - Item 4 – Issues List – Agenda item this meeting</p> <ul style="list-style-type: none"> Flow chart and criteria for prioritising issues to be completed. circulated. 	AK JC & EM
13.5.09 con	<ul style="list-style-type: none"> IR53 – action as per guidance from Janet. 	EM

13.5.09	<p><u>4.2 – New issues</u></p> <ul style="list-style-type: none"> • Training to be arranged with regard to ASC complaint procedure and advocacy for older people. 	EM
	<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. 	EM
	<p><u>Item 5 – Work Programme</u></p>	EM
	<p><u>5.2 – Updates – activity and sub groups</u></p>	JMC
	<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"> • Letter to find out about LINK representation 	EM
	<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"> • Jan receives all the minutes/documents re Station Plaza and will check for any required actions. Notification of these minutes will be on the Weekly Report List. 	Action not allocated
	<p><i>5.2.3 – Activity Group – Children and Young People</i></p> <ul style="list-style-type: none"> • Janet asked for support for this 	JMC/JH
	<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. 	All core group
	<p><u>9. Development Day</u></p>	NT
	<p><u>10. Good news</u></p> <ul style="list-style-type: none"> • Arrange meeting between Ivy and Elizabeth with regard to remit as LINK representative on Older People’s Partnership Board. 	DL
		IE/EM

ITEMS DISCUSSED AS PER AGENDA:-

Item No	Item	Agreed
1.	<p>Welcome, introductions and apologies</p> <ul style="list-style-type: none"> Janet thanked Maureen for chairing the last meeting and she and Geoff for covering in her absence. 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 13th May 2009</p> <ul style="list-style-type: none"> Minutes were agreed as an accurate recording of the meeting and were signed by Maureen (as the acting Chair of that meeting). <p>Matters arising and not on today's agenda (including Completed actions):-</p> <p>13.5.09 5.2.1 – Monitoring Development of Primary Care Centres</p> <ul style="list-style-type: none"> Alan to bring up the issue of representation at his meeting with Sarah Valentine and Lisa Compton- Devonshire Ward and Silver Hill. Jan receives PPI minutes and paperwork from Amanda Baldwin and monitors any required actions Maureen suggested a letter be written re PPI representation. Alan stated that the model used for Patient Public Engagement with the Station Plaza development in Hastings ought to be followed. Janet stated that LINK could be part of the PPI and the HUB (Health User Bank). Geoff said that it is not clear if they should ask for LINK representation or follow their own protocol. Janet said that we were asked. Alan confirmed that HUBs are made up of health users. If a survey is issued, there is a bank of people in place for consultation, so perhaps all Core group members could be signed up as HUB members. <p>13.5.09 (19.2.09 – Item 10) – Good news</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>Item 4 – Issues List</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 meeting. <p>Item 5 – Work Programme</p> <ul style="list-style-type: none"> Full work programme now on website as one document. Liaison group have requested that this is split into the 4 sections – this is still to be completed. Ivy requested guidance with regard to the level of representation and reports required, to meet with Elizabeth. Elizabeth to pass to Ivy previous correspondence with regard to the Learning Disability Board. <p>Item 9.2 (13/5/09) Vision</p> <ul style="list-style-type: none"> Elizabeth circulated the minutes of the Liaison Group to the group. 	<p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p>

	<p><u>General</u></p> <ul style="list-style-type: none"> NICE workshop Janet stated that the workshop on the 9th June was very good and useful and that understanding and good work comes from expertise, not seniority. Agreement of Understanding circulated to the group with 7 working days in which to comment. It will then be ratified by the Policies sub group. <p><u>Item 9.3 Annual Report</u></p> <p>Sue raised the complications around the DoH Annual Report template and Elizabeth stated that other LINKs seem to have had similar problems.</p> <ul style="list-style-type: none"> Nick, Janet and the Core group thanked the office team, in particular Jan, Val and Jane for their work on the report in Elizabeth's absence. 	<p>Action</p>
<p>4.</p>	<p><u>Issues List</u></p> <ul style="list-style-type: none"> It was decided that a half hour prior to the Core Group meeting was not long enough to go through new and pending issues and therefore a separate meeting would be in order. A meeting to be arranged for Identifying Priorities and Assigning Work Projects sub group. Liaison with Elizabeth re availability and capacity. Elizabeth thanked Jan for the work she has done in organising the Issues Folder. The new database means that there will be a more streamlined account of Issues for the Core Group and less work for the sub group as information will be electronically accessible. Sue suggested that the Core Group have a summary sheet re Issues and status once a month. An easy read issues update can also go on the website. Janet would still like Issues to be an agenda item. Alan stated that the Terms of Reference for the Issues sub group were not known. Geoff stated that it was important to give the Host team the chance to get Issues logged and progressed. Issues file to be marked 'Confidential' and not taken from the office. 	<p>Action JC,ML,GT EM</p> <p>Action Host team</p> <p>Action</p>
<p>5.</p>	<p><u>Work Programme</u></p> <p>5.1 – <u>Requests for Representation</u></p> <ul style="list-style-type: none"> Engagement with more wider participants to be Representatives and the offer of Induction and Mentoring is important. Elizabeth is now the conduit for Requests for Representation. A list of representation requests will now go with the Weekly Report List. <p>5.2 - <u>The term 'Activity Group'</u></p> <ul style="list-style-type: none"> It was agreed that the term 'Sub group' or 'Group' was adequate. 	<p>Action</p>

5.3– Updates Activity and Sub groups

- Ivy was confirmed as the lead for the Mental Health – Community Services Activity group.
- Children and Young People (CYP):
Questionnaire
- Sue distributed copies of the questionnaire she has devised to the Core group for comment, stating that there could perhaps be an additional question relating to participants attending meetings on behalf of LINK.
- She agreed to make some minor alterations further to distribution by the office such as the addition of the office contact details.

**Agreed
Action**

Autumn event

- Sue expressed that this is a large undertaking but understood and valued the experience in education of some of the Core group.
- The intention is to have two events taking place in the Autumn half term in venues in Eastbourne and Hastings.
- The meeting with Laura Williams, Manager of East Sussex County Council for Voluntary Youth Services (ESCCVYS) went well. She suggested that Sue speak with Colin Edgely, Manager for the Youth Development Service. He suggested that it may be preferable to have the events in school time.
- The idea of the events is to discover what young people understand by 'Health issues' and their experience of Health Services. Relevant organisations will be invited to exhibit and perhaps ask questions. The exhibitors could then feed back to LINK. Lunch and incentives will be offered.
- Venues to be confirmed
- No title or name for the events as yet
- Exhibitors will be publicised in advance.
- Clarity is needed around exactly what the events will be, whether they could be classed as school projects.
- The Youth Parliament are a useful resource base.
- Project bid to fund these events – Finance sub group.

**Action
Action**

Action

Maureen expressed the need to be prepared for problems and serious, sensitive or urgent issues being spoken about. It is intended that care for the Carers will be present.

Janet stated that a Child Protection Expert needed to be present.

Geoff asked about involving and accessing other groups such as Faith Groups and Peer Group attendance.

Sue stated that it is difficult to cover every group and that it was not preferable to put out a general invitation there may be too many wishing to attend.

Margaret suggested it may be a better time in the last two weeks of the term Sue thoughts are around late September.

Ray queried what there was to attract young people and that co-operation from schools will help greatly.

Elizabeth stated that there will be a Wii Fit Trailer attending the events.

Nick stated the importance of the events being properly risk-assessed.

7.	<p><u>Development Day</u> <u>7.1 ,7.2– Action Points and Vision</u></p> <ul style="list-style-type: none"> • Improve communication with regard to Host Outreach Activities • Val and Ivy to get together • Prioritise task list • Information Bank- meeting to be arranged with Geoff, Maureen, Janet, Elizabeth and a volunteer about how to set this up. • Alan suggested there needed to be clarity about what each Core group member is doing outside of LINK work. Elizabeth reminded the group about the mapping forms that had been issued some time ago where other interests and involvement could be specified. This will be reissued. <p><u>7.3 – Inviting Others to Core Group meetings</u></p> <ul style="list-style-type: none"> • Agreement about the benefit of inviting an experienced Partner to the meetings. 	<p>Action Action Action Action</p>
8.	<p><u>Assessment of local Health establishments</u></p> <ul style="list-style-type: none"> • This item has been moved forward to the next agenda. However comments were made around Enter and View, that notification and invitation needs to come from the community, the public, not just issues that we choose. • David stated that we need to get people involved and that LINK are interested in what is best for patients and the public. • Maureen commented that we have different eyes to those of the Statutory Partners and our work is <u>with</u> them. • Janet said that Statutory Partners use the Health User Bank (HUB) as a public voice but those people have signed up specifically to be part of it. 	
9.	<p><u>Good News</u></p> <ul style="list-style-type: none"> • This will now be incorporated into Any Other Business which is to go back on the Agenda. AOB must be raised with the note-taker up to 7 days prior to the Core Group meeting. • Any Other Urgent Business will be considered on the day of the meeting. 	
10.	<p><u>Core Group discussion time</u></p> <ul style="list-style-type: none"> • This part of the meeting was dedicated to Core Group discussion without Host team members and therefore is not minuted. 	
11.	<p><u>Close of meeting</u></p> <ul style="list-style-type: none"> • Meeting closed at 12.30pm. 	

Date of Next two meetings:

Venue: Meeting room – East Sussex Disability Association

Wednesday 15th July - 10.00-12.30pm

Apologies:

Wednesday 16th September – venue to be confirmed

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

Minutes agreed as correct at the meeting on: 15th July 2009

Corrections made (if any):

Signed:

Date: