

## EAST SUSSEX LINK

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

### Minutes Core Group Meeting 15<sup>th</sup> July 2009 – 10.00-11.30am

Meeting Room – East Sussex Disability Association

**Attending:** Janet Colvert (JC) - Chair, Maureen Lawrence (ML) - Vice Chair, Ivy Elsey (IE), June Jarrett (JJ), Sue Weiner (SW), Ambrose O'Boyle (AB), Tony Moore (TM), Margaret Stanton (MS), Baldev Soni (BS), David Lawrance (DL).

**In attendance:** Nick Tapp (NT) – Host-present for first half hour only, Elizabeth Mackie (EM)- Manager, Jan Cutting (JMC)- Development Worker – notes, Val Young (VY) Development Worker present for agenda item 7, Jane Hay (JH) - Administrator – notes.

**Apologies:** Geoff Thomas (GT) - Vice Chair, Alan Keys (AK), Ray Barrett (RB)

<p><b>Item 1. Welcome and apologies</b></p> <ul style="list-style-type: none"><li>• Janet welcomed all to the meeting.</li><li>• Apologies stated as above</li><li>• Declarations of Interest : Ambrose stated that he works within the area of Mental Health and that there may be a conflict of interest. No others.</li></ul> <p>Janet then referred back to the rules set previously for Core Group meetings to remind those attending of the protocols expected such as raising relevant issues and keeping to time as much as possible.</p> <p>As Nick was only attending for the first part of the meeting, the Chair brought Item 8 forward – the ratification of papers as sent in the previous week's mail out.</p>	
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<p><b>Item 8. Any Other Urgent Business</b></p> <ul style="list-style-type: none"> <li>• <u>Agreement of Understanding</u></li> </ul> <p><b>Page 5</b>, paragraph 3 – the first sentence to be struck through so it now reads:</p> <ul style="list-style-type: none"> <li>- Provide information from guidance produced by the Department of Health, the NHS National Centre for Involvement and the Care Services Improvement Partnership to the Core Group and other relevant Health and Social Care bodies to help develop work programmes and governance.</li> </ul> <p><b>Page 6</b>, paragraph 3- the first sentence to be struck through/ removed.</p> <p>The comments received were taken into account by Nick, Elizabeth, Alan and David.</p> <p>Maureen stated that she felt that the phrase ‘Host’s role’ ought to be changed to ‘The role of the Host’. Janet made the comment that there is often a different protocol involved with published and draft documents.</p> <p>With agreement that the alterations be made for the published document, the Chair duly signed off The Agreement of Understanding.</p> <ul style="list-style-type: none"> <li>• <u>Reimbursement and Reward Policy</u></li> </ul> <p>One spelling mistake to be corrected. A change to the policy is that Core Group members will now be paid £20 for each Core Group meeting they attend and this can be back-dated to April 2009. Members are encouraged to claim and perhaps to donate the money to a good cause if they do not wish it for themselves. The liability for expenses for attendance at other meetings needs to be confirmed. Policy to be reviewed in twelve months.</p> <p>The suggestion was made that documents be proof read and volunteers for this work were asked for. Sue, David, Maureen and Baldev offered their time.</p> <p>This was agreed and signed off by the Chair.</p> <ul style="list-style-type: none"> <li>• <b>Terms of Reference:</b> <u>Identifying Priorities and Assigning Work Projects</u></li> </ul> <p>A couple of additional points to be added with agreement that the policy be reviewed twelve months from the date of this meeting. Signed off by the Chair.</p>	<p><b>Actions</b> (see O/S Actions list)</p> <p><b>Action</b></p> <p><b>Action</b></p> <p><b>Action</b></p>



1.	If anyone has a healthcare issue and does not wish to use PALS or a Complaints service, Lisa Compton would like to discuss this with the Chair.	
3.	Alan's article for the newsletter re pre-op checks at Brighton Sussex Hospital.	On going
4.	A meeting on PPI commissioning (and Station Plaza, Devonshire Ward, Ore Valley and Silverhill Primary Care Centres) to be arranged. Janet to contact Nicky Murrell, Assistant Director of Projects at East Sussex Downs and Weald PCT.	To be reviewed
5.	Work Programme on website: Elizabeth has had difficulty with this as every page would have to be reformatted and this would be a time-consuming process. Further discussion about a solution is required.	Carry forward
6.	Issues List: Flow chart and criteria for prioritising issues to be completed and circulated – another meeting is required.	On going
7.	Issue IR59, Respite Care: Ivy commented that the worries around closures were brought up at an ASC meeting she attended at which Keith Hinkley stated that places will be found, even if they are in private care homes. Meetings are taking place around the county and the issue has been discussed fully at Health Overview Scrutiny Committee (HOSC) meetings. Janet requested that if anyone picked up more information or issues, they were brought forward for the Issues List. The Agreement and minutes of meetings around this issue will be available on the website.	On going
9.	Lack of accessible toilets: David will bring this up at the next East Sussex NHS Hospitals Trust Board meeting he attends. Margaret also raised the issue of insufficient seating in the waiting areas of Outpatients at Eastbourne DGH. This is to be logged as an issue.	On going and <b>action</b>

	Discharge survey: It was agreed to discuss this further within the Core Group and with Health Providers.	Carry forward
	<ul style="list-style-type: none"> <li>Elizabeth and Janet to assess and review workload in August.</li> </ul>	Carry forward
	Letter to DoH re template for Annual report	<b>Action</b>
11.	Flowchart to illustrate the set up of all the Groups.	<b>Action</b>
12.	Development Day: Val and Ivy to meet	Carry forward
13.	Circulation of mapping document to Core Group	Recirculate
14.	Clarity from the Core Group about the work and feedback required from the Development Workers. It was decided to discuss this issue during the un-minuted Core Group discussion time.	
15.	Support required from Host team for Development Day Champions and prioritisation of task list. It was decided to discuss this during un-minuted discussion time.	
16.	CYP Terms of Reference: Sue to discuss with Elizabeth.	Carry forward
<b>Item 3.</b>	<b>Feedback on Issues List</b>	
	<ul style="list-style-type: none"> <li>The Issues List group has not met because of time constraints. The list was circulated for the group to feedback comments in one weeks' time.</li> </ul>	<b>Action</b>
	<ul style="list-style-type: none"> <li>To be sent to those absent from the meeting and sent electronically to those who would like it sent this way.</li> </ul>	<b>Action</b>
<b>Item 4.</b>	<b>Work Programme Update</b>	
	<ul style="list-style-type: none"> <li>The Work Programme is updated quarterly. The most recently updated pages were circulated before the last Core Group meeting and it will be looked at again in August.</li> </ul>	<b>Action</b>

<p><b>Item 5. Working Groups feedback: Information Group</b></p> <ul style="list-style-type: none"> <li>• Margaret updated the meeting saying that she and volunteer Julie have made a good start on organising the hard copy library. The comment was made that perhaps the Weekly Report List ought to be more widely accessible relative to those reports held electronically. They will be available on the website.</li> <li>• A statement to be put in the next Newsletter that reports are available from the office.</li> <li>• It was agreed that an office file of hard copy reports from the previous month to be available to view at Core Group meetings.</li> <li>• The next meeting of the Information Group is 20<sup>th</sup> July.</li> </ul> <p>Janet thanked all those concerned.</p>	<p><b>Action</b></p> <p><b>Action</b></p>
<p><b>Item 6. Requested Agenda Item</b></p> <ul style="list-style-type: none"> <li>• <u>Assessment of Local Health Establishments:</u> June stated that the only assessment she is aware of and has attended is the Patient Environment Action Team (PEAT) Inspections. Who was involved and how it is reported is fairly obvious.</li> <li>• It was publicised that LINK were involved in these.</li> <li>• Feedback is required on any actions from the results of these inspections.</li> <li>• Individual Core Group members need to know how to answer questions from the public. It is useful for members to exchange their knowledge.</li> </ul>	<p><b>Action</b></p>
<p><b>Item 7. Development Workers feedback</b></p> <p>Quarterly reports from Val and Jan had been circulated to the meeting.</p>	

<ul style="list-style-type: none"> <li>• Jan stated that information from members about any events taking place over the summer in their areas would be greatly appreciated, especially in harder to reach areas of the county.</li> <li>• Maureen queried the amount of administration that they seemed to be doing.</li> <li>• Baldev suggested that a template perhaps be used for their reports based on the set up of the Development Worker job description.</li> <li>• Requirements of the development workers to be discussed by the meeting during un-minuted time.</li> <li>• Jan asked for direction/confirmation that the way they work is agreeable. She and Val stressed the value of any support that members would be willing to give at events.</li> <li>• There is an Action Plan template with ideas on partnership working.</li> <li>• Ambrose asked what information was taken out and it was explained that material such as Information Packs, newsletters and leaflets went out. There was also the opportunity for people to raise issues and register. He also suggested that there was a lack of contact for LGBT areas, particularly in Mental Health.</li> <li>• Maureen suggested the idea of an event for East Sussex LINK participants and Core Group members so that they could get to know each other.</li> </ul>	
<p><b>11.30                    Close of meeting and comfort break</b></p> <p><b>11.45 – 12.30        Core Group discussion time – not minuted</b></p>	
<p>Date of next meeting:                    <b>Wednesday 16<sup>th</sup> September</b></p>	

Venue: The Chart Room,  
Sovereign Harbour Yacht Club Ltd  
Sovereign Harbour Marina

3 Harbour Quay, Eastbourne BN23 5QF

Agenda to follow.

Apologies: Sue Weiner

Minutes agreed as correct at the meeting on 16<sup>th</sup> September 2009

Corrections made:

Signed: .....

Date: .....