

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

Minutes
Core Group Meeting
16th September 2009 – 10.00-11.35am

The Chart Room – Sovereign Harbour Yacht Club

Attending: Janet Colvert (JC) - Chair, Maureen Lawrence (ML) - Vice Chair, Ivy Elsey (IE), June Jarrett (JJ), Tony Moore (TM), Margaret Stanton (MS), Baldev Soni (BS), David Lawrance (DL), Alan Keys (AK).

In attendance: Elizabeth Mackie (EM)- Manager, Jane Hay (JH) - Administrator – notes. Tim Furlonge representing the CAB observing the meeting.

Apologies: Geoff Thomas (GT) - Vice Chair, Ray Barrett (RB), Sue Weiner (SW), Ambrose O'Boyle (AB)

Item 1.	<p>Welcome and apologies</p> <ul style="list-style-type: none"> • Janet welcomed all to the meeting and especially welcomed and introduced Tim Furlonge in attendance to observe the meeting. Tim stated that his role was Social Policy Co-ordinator for the Citizens Advice Bureau and that he may be able to put forward information from the areas of Health and Social Services. <p>Janet responded that LINK is a network and that the knowledge and expertise of others is used.</p> <ul style="list-style-type: none"> • Apologies stated as above • Declarations of Interest : <p>Maureen declared that she sits on the People's Panel for the Ambulance Service but attends as a member of the public and not as a LINK representative.</p>	
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<p>Alan commented that the Ambulance Service is of real interest to LINK and Janet replied that Louise Hutchinson (Head of Patient Experience – SECAMB) is part of the LINK Liaison Group and that LINK participants/representatives (Brian Rockell, David Bold) do attend Ambulance Service meetings.</p> <p>Tony declared that he is now a Governor of The Sussex Partnership Trust.</p>	
<p>Item 2. Approval and sign off of previous minutes.</p> <p>The draft minutes of the Core Group meeting 15th July were agreed and signed off by Janet.</p> <p>Update on Actions</p> <ul style="list-style-type: none"> • Completed Actions List - Agreed • Outstanding Actions from 15.7.09: <p>No. 4. Article for the newsletter re pre-op checks at Brighton Sussex Hospital. Alan still waiting for Commissioning Meeting to take place – 9th October.</p> <p>No. 5. Meeting re PPI commissioning (Station Plaza, Devonshire Ward, Ore Valley and Silverhill Primary Care Centres).</p> <p>Alan stated that Isla Dowds had confirmed that LINK would be involved in the consultation processes as per the Station Plaza project. Janet requested to see the Core group meeting minutes from 11th June in order to see what was said around the issue at the time.</p> <p>Alan to e-mail Isla Dowds and cc Sara Geater</p> <p>No. 7. Issues List: The Flow Chart is not done as yet and further meetings are planned re the Issues List.</p> <p>No. 8. David Lawrance’s notes from East Sussex Hospitals Trust Board meeting 26th August received. He did not raise the lack of sufficient seating in Outpatients at the DGH at this meeting but did raise the question of those in wheelchairs from Maternity and access to toilet facilities with the Chief Nurse Jane Hentley. The matter is noted and a response will be forthcoming. He will raise the matter of insufficient seating at the next Board meeting.</p>	<p>Actions (see O/S Actions list)</p> <p>Carry forward</p> <p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p>

<p>No. 9.</p> <p>No. 14.</p> <p>No. 18.</p>	<p>A Discharge Survey is being done by the Primary Care Trusts in conjunction with Adult Social Care and the data will be available to us. LINK cannot duplicate work. David commented that he raised the question of whether hospitals could create Discharge Centres of their own at the last Trust Board meeting. Tony commented that there were a number of different bodies looking at discharge with a new over-seeing body possibly being formed that would need to have LINK representation involved.</p> <p>Children and Young People Focus Group Terms of Reference – amendments to be done and document distributed to Core Group.</p> <p>Outcomes from Patient Environment Action Team inspections: the office has all the reports now from each of the hospitals that were inspected and Elizabeth had them at the meeting for those who wished to see them. June stated that we ought to have had some feedback on any actions taken as a result of the inspections. Alan stated that the people who did the inspections ought to have feedback. This is to be followed up. Maureen stated that we ought to send a formal letter requesting detail of any actions taken.</p> <p>Elizabeth to set up a procedure as to what will happen in future with regard to following up outcomes.</p>	<p>Action</p> <p>Action</p> <p>Action</p>
<p>Item 3.</p> <ul style="list-style-type: none"> • Elizabeth stated that Actions on the list are reflective of having had a response and some Issues have moved in to Focus groups. There are no new Issues on the list. • Baldev queried issue IR05 and it was clarified that ‘Responses’ referred to more information being sought (spelling correction required). • Alan queried whether IR01 was still an Issue as there was nothing logged in Responses. Elizabeth responded that it was part of the Work Plan review and that she would confirm it was still an active Issue. 		<p>Action</p>

<ul style="list-style-type: none"> • Maureen commented that the term 'delayed discharge' was perhaps preferable to 'bed blocking' as a term. • Clarification was given to Baldev that the different codes stated on the List referred to the type of action taken. He commented that an index would be useful. • Elizabeth commented that time has to be allowed for responses and that Issues are presented to the Priorities Group as a package. She will give a presentation to those who wish to attend on the Issues List to help clarify layout and process. 	Action
<p>Item 4. Work Programme Update</p> <ul style="list-style-type: none"> • Elizabeth distributed the Work Programme to the meeting. Janet commented that it was reviewed during the Summer holiday period. • The decision was made to now use the term 'Focus Group' instead of 'Activity Group'. • The Work Programme will appear in colour on the website and will be separated into sections. • Elizabeth stated that it was a new template, designed for us and was now a much more workable format. She reiterated it was a Draft version and some parts might be out of date. • Any comments from the Core Group about the document can be sent to the office by Friday 25th September. Elizabeth will make any amendments when she returns from her next holiday. They can then be signed off at the next Core Group meeting. • Copies to be sent to those members absent from today's meeting for comment. 	Action

<ul style="list-style-type: none"> • Tim commented that less than half the population have access to the Internet and Elizabeth responded that hard copies of the Work Programme are taken out to the public and that they can also be requested from the office. • There is quarterly monitoring of the Work Programme. • Elizabeth and Janet have been through all the Focus groups to review progress and there is a review pack available. 	
<p>Item 5. Commissioned Visits by HOSC</p> <ul style="list-style-type: none"> • Janet commented that we would like to undertake this piece of work commissioned by HOSC (Health Overview Scrutiny Committee) looking at nutrition in acute hospitals. • • Margaret commented that this area was part of the PEAT inspections. • Maureen asked whether Ward protocols would be looked at and also that these were being carried out. • Janet responded that HOSC were thorough in their assessments and that LINK was being asked to contribute to this piece of work. They do not have people with Enter and View Training. • David commented that HOSC commission LINK to undertake visits but they are the project leaders. • Brighton and Hove LINK have also been asked to be involved. • The production of the report will be done at County Hall. • HOSC may only want those with Enter and View training to undertake visits. • The comment was made that we would need to be briefed. Timescales need to be discussed as a matter of urgency. 	

<ul style="list-style-type: none"> • In principle agreement – budget, timescales and capacity to be looked at and report back to be clarified. • Baldev made the comment that the definition of Vegetarian food needs to be clarified to accommodate different cultures. • Alan suggested that wider LINK participants might be called on. 	Action
<p>Item 6. Requested Agenda Item The request by Hastings and Rother Disability Forum for a Joint Working proposal is minuted separately.</p>	
<p>Item 7. Any Other Urgent Business</p> <ul style="list-style-type: none"> • .Maureen commented that the Maternity Services Development Panel have produced a document for the public. Although a request was made, copies have not yet been sent to the office. A draft copy was shown to the meeting. She suggested that perhaps a couple of people from the PCT could attend the future Meetings in Public to speak: Jenny Phaure, Alison Newby and Alison Parsons. Also to inform them if there were any other meetings they might be able to attend. • Piece for the newsletter • Hastings Voluntary Action and Rother Voluntary Action might also be useful for newsletter pieces as they missed the Hastings Meeting in Public. 	Action

<ul style="list-style-type: none"> Janet reminded the meeting about the requests by South East Coast Ambulance Service (SECAMB) for attendance at their public consultation meetings around their bid to become a Foundation Trust. The poster was distributed to members. Janet informed the meeting of Reg McLaughlin's resignation from ESDA and that Jane, East Sussex LINK administrator was also leaving. 	
<p>Coffee with the Host team then took place followed by Core Group discussion time that was not minuted. Lunch was at 12.30.</p>	
<ul style="list-style-type: none"> A Speaker Session for the group took place from 1.30: Janette Lyman – Adult Social Care Complaints Manager Jayne Boyfield – Director of Provider Services NHS Hastings and Rother Primary Care Trust. 	
<p>Date of next meeting: Wednesday 14th October 10am – 12.30pm East Sussex Disability Association 1 Faraday Close Eastbourne BN22 9BH.</p> <p style="text-align: center;">Agenda to follow.</p> <p>Apologies:</p>	

Minutes agreed as correct at the meeting on 14th October 2009

Corrections made:

Signed:

Date: