

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

Minutes
Core Group Meeting
14th October 2009 – 10.00 -11.45am

Meeting Room – East Sussex Disability Association

Attending: Janet Colvert (JC) - Chair, Maureen Lawrence (ML) - Vice Chair, Geoff Thomas (GT) – Vice Chair, Ambrose O’Boyle (AB), Sue Weiner (SW), Ivy Elsey (IE), June Jarrett (JJ), Tony Moore (TM), Margaret Stanton (MS), David Lawrance (DL), Perry Aldred (PA)

In attendance: Elizabeth Mackie (EM) - Manager, Val Young (VY) – Development Worker (notes). Avril Fuller representing Friends, Families and Travellers and Tim Furlonge representing the CAB, both observing the meeting.

Apologies: Ray Barrett (RB), Alan Keys (AK)

Item 1.	<p>Welcome and apologies</p> <ul style="list-style-type: none"> • Janet welcomed all to the meeting and especially welcomed Avril Fuller from Friends, Families and Travellers (FFT), in attendance to observe the meeting. • Apologies stated as above • Declarations of Interest : None received 	
Item 2.	<p>Approval and sign off of previous minutes.</p> <p>The draft minutes of the Core Group meeting on 16th September were agreed and signed off by Janet.</p>	<p>Actions (see O/S Actions list)</p>

	<p>Update on Actions</p> <ul style="list-style-type: none"> Completed Actions List - Agreed Outstanding Actions from 16.9.09: <p>No. 1. Article for newsletter re pre-op checks at Brighton Sussex Hospital. Pending update from Alan Keys.</p> <p>No 2. Issue of PPI commissioning – Devonshire Ward, Ore Valley and Silverhill Primary Care Centres. Continue to monitor and follow up on email communication with Isla.</p> <p>No. 4 Issue of lack of sufficient seating in outpatients at the DGH – keep as ongoing item until further information received.</p> <p>No. 5 CYP Terms of Reference – document to be signed off and circulated to Core Group.</p> <p>No. 6 PEAT Patient (Environment Action Team) inspections – item to remain ongoing as still waiting for information.</p> <p>No. 10 Commissioned visits by HOSC – concerns were raised about timescales involved and members present requested copies of the report. It was agreed that a verbal interim report would be submitted to the Core Group before the next meeting.</p> <p>No. 11 MSDP (Maternity Services Development Panel) article – Maureen is still waiting for patient booklet before putting article together. It was noted that information is not being sent direct to LINK but via other outside organisations.</p>	<p>Carry forward</p> <p>Action</p> <p>Carry forward</p> <p>Action</p> <p>Carry forward</p> <p>Action</p> <p>Carry forward</p>
<p>Item 3.</p>	<p>Agree changes to Work Programme</p> <ul style="list-style-type: none"> Elizabeth has now made relevant changes to the work programme based on the feedback received. Other amendments include - addition of Focus Group on Commissioning; Safeguarding Vulnerable Adult Board representation; HOSC proposals on `commissioned visits' – outcomes they want to achieve; Patient pathways – end of life care (Liverpool Care Pathway). Copy of amended work programme was made available for further comments at the meeting. Any additional comments to be added and work programme to be distributed with 	<p>Action</p>

weekly mail out.

Issues List

- Elizabeth referred to the short version of the Issues List (Appendix 1) and notes of the Priorities Sub Group (Appendix 2).
- A draft flowchart was circulated at the meeting which explained how issues and comments would be captured and recorded to link up with the existing issues list. This would include a system to thematically record all comments on the database, which would pick up patterns and trends geographically and enable feedback to the community via quarterly reports. Any comments received would be logged as 'unstructured' and managed to keep ongoing on system.
- Once issues were allocated a unique reference number they would be classed as 'structured' and go through the formal process.
- Janet requested that any comments/issues received via the Core Group should be fed back to Elizabeth for logging.
- Maureen commented that acronyms should be in full on all documents.
- Ivy raised concerns over signposted issues and how they are processed. Elizabeth confirmed that they were not concluded and received ongoing monitoring.
- Geoff also raised general concerns over the rigidity of the process.
- Ambrose requested Equal Opportunities monitoring be included in the process.
- Janet stressed that to make this process work effectively, the LINK database needed to be fully operational and fit for purpose. It was hoped that a speedy resolution would be forthcoming from the Host.

Carry forward

Action

Action

<p>Item 5. Feedback from Authorised Representative training – 7th October</p> <ul style="list-style-type: none"> • It was confirmed that there were twelve agreed Authorised Representatives. • Good feedback had been received by all who attended and Ivy and Maureen wished it to be recorded that they felt it was well organised and delivered. 	
<p>Item 6. Discussion re whether Governors of Foundation Trusts can be part of Core Group</p> <ul style="list-style-type: none"> • Elizabeth had sought advice from regional support and guidance (Doc - Guidance 12) to see if any protocols are currently in place. However, there were no formal policies and it appeared to be left to local determination and each individual LINK. • Concerns were raised around whether this constituted a ‘conflict of interest’. However, it was pointed out that members were ordinarily expected to declare other interests. • It was agreed to seek ongoing guidance on protocols for declarations of interest and for Elizabeth to circulate the declaration document to members quarterly to keep records updated. • Various options were discussed and it was agreed by a majority eight votes, with two abstentions, that Governors of Foundation Trusts would be able to stand for election to the Core Group for this election. However, this was on the proviso that eligibility criteria would be reviewed in twelve months, when further guidance may be in place. 	Action
<p>Item 7. Financial Proposals</p> <ul style="list-style-type: none"> • Eastbourne Youth Radio - covered under Item 4. • A request had been received from the IT/Information Sub Group for the purchase of two lap tops (at a cost of approx £600 each). One to be based at ESDA and the other for participants to use remotely. This item was proposed and seconded and members voted in favour. 	

<ul style="list-style-type: none"> It was requested that members of the Core Group have a full breakdown of budget costs. 	Action
<p>Date of next meeting: Thursday 12th November 10am – 3.00pm East Sussex Disability Association 1 Faraday Close Eastbourne BN22 9BH.</p> <p style="padding-left: 100px;">Agenda to follow.</p> <p>Apologies:</p>	

Minutes agreed as correct at the meeting on 12th November 2009.

Corrections made:

Signed:

Date: