

EAST SUSSEX LINK

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

Agreed Minutes Core Group Meeting

12th November 2009 – 10.00 -11.45am

Meeting Room – East Sussex Disability Association

Attending: Geoff Thomas (GT) – Vice Chair, Ambrose O’Boyle (AB), Sue Weiner (SW), June Jarrett (JJ), Margaret Stanton (MS), David Lawrance (DL), Perry Aldred (PA), Ray Barrett (RB), Alan Keys (AK), Baldev Soni (BS)

In attendance: Elizabeth Mackie (EM) - Manager, Jan Cutting (JMC) – Development Worker (notes).

Apologies: Janet Colvert (JC) - Chair, Maureen Lawrence (ML) - Vice Chair, Ivy Elsey (IE), Tony Moore (TM), Avril Fuller (AF), Tim Furlonge (TF).

| Item | Meeting – LINK business to be recorded | Actions |
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| 1. | <p>Welcome and apologies</p> <ul style="list-style-type: none"> ❖ GT welcomed all to the meeting and chaired today (his last meeting) as JC is unwell. ❖ Apologies stated as above. ❖ Declarations of Interest : Charles Ellis – see item 6 below. | |
| 2. | <p>Approval of minutes for meeting on 14th October 2009</p> <ul style="list-style-type: none"> ❖ The draft minutes of the Core Group meeting on 14th October were agreed and signed off by GT with the following correction page 5 paragraph starting Minutes agreed should read 12th November 2009 not 14th October 2009. <p>Update on Actions</p> <ul style="list-style-type: none"> ❖ <u>Completed Actions List</u> – Not discussed ❖ <u>Outstanding Actions from 12.11.09:-</u> <ol style="list-style-type: none"> 1. Article for newsletter re pre-op checks at Brighton Sussex Hospital. Pending update from AK who still waiting for a meeting with East Sussex Downs & Weald PCT 2. Issue of lack of sufficient seating in outpatients at the DGH – DL to raise at next East Sussex Hospital Trust Board 3. Completed CYP Terms of Reference to be signed off by Chair at next meeting. 4. PEAT Patient (Environment Action Team) inspections – response with regard to décor/curtain issue received and forwarded to JJ, this does not cover the full action plan. JC to raise at Productive Ward round meeting, EM to request adequate response to all actions for all PEAT inspections. 5. Maternity Services Development Group (MSDG) – booklet received, newsletter article received but not in last newsletter – to be recorded in November issue. | <p>(See Outstanding Actions List – 12.11.09)</p> <p>Carry forward - AK</p> <p>DL Chair</p> <p>JC/EM</p> <p>EM</p> |

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| 2. con | <p>6. Core Group to feedback any comments/issues to EM.</p> <p>7. Acronyms – list constantly being updated. Type name in full followed by initials in brackets, then use initials.</p> <p>8. Include Equal Opportunities monitoring in issue logging process.</p> <p>9. Protocols for declarations of interest – three month deadline for initial document. If guidance not available nationally then draft own document.</p> <p>10. Full breakdown of budget costs – GT apologised, will do for next meeting.</p> | <p>Ongoing Ongoing</p> <p>Ongoing Carry forward</p> <p>Carry forward</p> |
| 3. | <p>Agree changes to work programme / Issue List</p> <p><u>Appendix 1 – Work programme</u></p> <ul style="list-style-type: none"> ❖ Circulated prior to meeting. Agreed. To be uploaded to website. ❖ Review dates – list of groups and items to be reviewed to be circulated prior to each meeting. Those responsible or leading a group to be reviewed to prepare a report for the meeting. ❖ Phone number on front page incorrect, version number/date missing from bottom of document. ❖ Changes to be highlighted in italics. ❖ Document to be updated/printed on three monthly basis only. ❖ Emergency items – discuss at next meeting. <p><u>Appendix 2 - Issues List</u></p> <ul style="list-style-type: none"> ❖ Flow chart being updated and reviewing process of flow of information to core group and priorities subgroup. ❖ Discussion with regard to if and how Core group members can bring forward issues to list and if representatives attending board meetings can highlight issues coded 3 and 4. Circulate postcards/comment sheets to Core Group members. ❖ Commissioning meeting to look at monitoring slippage/cuts in services due to financial environment and lack of Public and Patient Involvement (PPI) at all levels of services. ❖ Equal opportunities – monitor affect on this when changes take place and what have been addressed and report in annual report. Needs to be an agenda item. <p><u>New issues and responses</u></p> <ul style="list-style-type: none"> ❖ IR65 – geographical problem, working to bring service up to highest standard across the board. Agreed to follow up to make sure improvements happened. ❖ IR66 - Closure of Woodlands. Concern that there was knowledge of problems within the community but not reported to LINK. Care Quality Commission (CQC) are part of investigation, they have been asked to keep LINK informed. Agreed 20 day letter to Sussex Partnership Foundation NHS Trust (SPFNT) to ask what plans have been put in place to ensure this does not happen again and when unit may be reopened. LINK not involved in any PEAT inspections of mental health sites. Suggested that visits to other sites currently under the management of the Woodland Management Team should be undertaken, together with investigation of places the patients have been moved to and issues for relatives and carers. Need replacement for JC at meeting between LINK Chairs and SPFNT. | <p>EM EM/Host team Core group</p> <p>EM</p> <p>EM EM/Core group</p> <p>Commissioning group</p> <p>Agenda January</p> <p>EM/Host team</p> <p>EM</p> <p>Core Group</p> |

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| 3. con | <p>Suggested that this needs a half day seminar with the Mental Health Focus group.</p> <ul style="list-style-type: none"> ❖ IR67 – Elderly day care services review <p>Report to be written of information received, look at process of consultation first and then review further actions.</p> | EM |
| 4. | <p>Enter and view Visits</p> <p><u>Appendix 3 – Adult Social Care pilot visits</u></p> <ul style="list-style-type: none"> ❖ Draft proposal circulated prior to meeting – unanimous agreement to go ahead. <p><u>Health Overview and Scrutiny Committee - joint visit proposal</u></p> <ul style="list-style-type: none"> ❖ ML will lead on proposed joint working visits with HOSC to Conquest and Eastbourne District General Hospital with regard to food, nutrition and hydration. To be replicated in Brighton with involvement of Brighton LINK. | EM |
| 5. | <p>Feedback from Meeting in Public – Lewes</p> <ul style="list-style-type: none"> ❖ Fairly well attended with new faces including one young person. ❖ New member for Mental Health focus group recruited. ❖ Report being compiled. ❖ Report from Hastings meeting ready for circulation. ❖ Next meeting – 1 December 2009 at Lawn Tennis Association, Eastbourne. ❖ Congratulations to everyone involved. | |
| 6. | <p>Financial proposals – Charles Ellis</p> <ul style="list-style-type: none"> ❖ Charles Ellis and Nick Tapp have both declared a conflict of interest. ❖ Hastings and Rother Disability Forum will appoint a new lead and bring back to LINK at future date. | |
| 7. | <p>Other updates</p> <p><u>Hospital Focus Group</u></p> <ul style="list-style-type: none"> ❖ DL requested to present a written proposal for this for the next meeting. | DL |
| 8. | <p>Any other business</p> <p><u>Hate Crime reporting</u></p> <ul style="list-style-type: none"> ❖ Future agenda item. Statistics required before discussion. <p><u>Terms of Reference for Core Group</u></p> <ul style="list-style-type: none"> ❖ Agreed to extend current Terms of Reference that end on 30th November until next Core Group meeting – 10.12.09. <p><u>Indemnity Insurance</u></p> <ul style="list-style-type: none"> ❖ Hand out circulated. In order to be covered by indemnity insurance work undertaken on behalf of the LINK must be confirmed on headed paper or LINK email from the office. <p><u>Transforming community services in East Sussex</u></p> <ul style="list-style-type: none"> ❖ Copy of document circulated. Ask for explanation at January meeting. <p><u>Joint working protocols with statutory partners</u></p> <ul style="list-style-type: none"> ❖ Document agreed at last Liaison group meeting, 29.10.09. In place for six months. <p><u>Host Team Administration post</u></p> <ul style="list-style-type: none"> ❖ Unfortunately Claire has had to resign, this means that the Host team are short staffed and under pressure. | <p>EM</p> <p>Core group</p> <p>Agenda item January</p> |
| | <p>Core Group discussion time – not minuted.</p> <ul style="list-style-type: none"> ❖ It was agreed not to hold this due to the first part of the meeting running late. | |

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| <ul style="list-style-type: none"> ❖ Lunch was then served whilst South East Health Ltd gave a presentation. ❖ EM then discussed presentation for Working with LINK event – 18 November. | |
| <p>Date of Next Meeting:-</p> <p>Thursday 10th December - Meeting Room, ESDA</p> <p>10.00am – 12.30 pm followed by Christmas Lunch</p> | |

Minutes agreed as correct at the meeting on 10th December 2009.

Corrections made:

Signed:

Date: