

# EAST SUSSEX LINK

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

## Minutes Core Group Meeting

10<sup>th</sup> December 2009 – 10.00 -11.45am

Meeting Room – East Sussex Disability Association

**Attending:** Rav Barrett (RB). Janet Colvert (JC). Ivy Elsev (IE). Tim Furlong (TF). June Jarrett (JJ). Alan Keys (AK). Maureen Lawrence (ML). Brian Rockell (BR). Margaret Stanton (MS). Sue Weiner (SW).

**In attendance:** Elizabeth Mackie (EM) - Manager. Debbie Harris (DH) Administrator (notes).

**Apologies:** Perry Aldred (PA). Dominique Corbett (DC). Avril Fuller (AF). David Lawrence (DL). Tony Moore (TM). Ambrose O'Boyle (AB). Baldev Soni (BS). Les Tostevin (LT).

Item	Meeting – LINK business to be recorded	Actions
1.	<b>Welcome and apologies</b>	
1.1	EM welcomed the first meeting of the new Core Group and DH who joined the Host Team as the administrator on Monday.	
1.2	Apologies stated as above.	
1.3	Declarations of Interest: There were no declarations of interest in the items on the Agenda.	
2.	<b>Core Group Election</b>	
2.1	Confirmation of New Core Group EM explained that 22 nomination packs were requested and 3 were completed and returned. The newly elected members are: MS for the Eastbourne district: TM for a county wide placement: BR for Hastings District. All 3 were returned uncontested. EM welcomed Brian Rockell to his first Core Group meeting. EM has also received confirmation from Speak Up regarding the representatives from the Voluntary sector TF is representing Citizens Advice and Dominique Corbett (Friends Families & Travellers) will be coming as an observer to the next Core Group Meeting and will then make a decision re joining the Group. The Core Group will then be complete with 16 members.	
2.2	Election of Chair EM had received 2 nominations both for Janet Colvert.  Nominated by ML Seconded by MS and unanimously elected by the Core Group.	

<p>2.3</p>	<p>Following the election JC took the chair for the remainder of the meeting.</p> <p>Election of 2 Vice Chairs Alan Keys Nominated by ML Seconded by RB and unanimously elected by the Core Group.</p> <p>No further nominations were received so it was agreed that the election of the 2<sup>nd</sup> vice chair be postponed until the next meeting and that a role description is sent to all Core Group Members.</p>	<p><b>Jan Agenda</b></p> <p><b>EM</b></p>
<p>2.4</p>	<p>Aagree Terms of Reference (Appendix 1)</p> <p>There was a discussion on the Terms of Reference. It was noted that the Terms of Reference should stand alone as a document to anyone reading them.</p> <p>It was agreed that the following changes be made: Organisation would be spelled with an s throughout the document.</p> <p><u>Purpose</u> Review and update <i>the work programme on a quarterly basis</i></p> <p><u>Membership Point 6</u> <i>A member on the Core Group represents the East Sussex LINK and when acting as a representative of the Core Group will represent only the interests of the LINK.</i></p> <p><u>Operations and Proceedings Point 2</u> <i>A reward recognition policy is in place and is in line with NHS and Adult Social Care &amp; is available for inspection.</i></p> <p>It was agreed and noted that the Core Group meetings are a forum where member's particular interests can be represented but that this should not be done in a way which gives a disproportionate balance to the meeting. It was further noted that people not on the Core Group could be asked to attend the meetings to report back on specific items.</p> <p>DH will circulate the amended Terms of Reference with the minutes of this meeting. Any further comments should be sent to the LINK office and at the next meeting it is expected that the document can be ratified.</p>	<p><b>DH</b></p> <p><b>Jan Agenda ALL</b></p>
<p>3.</p>	<p><b>Minutes &amp; Matters Arising Not on the Agenda</b></p>	
<p>3.1</p>	<p>Approval and sign off of previous minutes (12/11) (Appendix 2)</p> <p>In the minutes of the meeting on 12th November 2009 AK advised that in point 2.1 it should read East Sussex Downs &amp; Weald PCT not Brighton Sussex Hospital. Following this amendment the minutes were unanimously agreed and signed by JC.</p>	

3.2	Update on Actions	
3.3	List of Completed and Outstanding Tasks (Appendix 3 & 4)	
	<p>Appendix 3 all completed</p> <p>Appendix 4</p> <ol style="list-style-type: none"> <li>1. <u>Pre-op Checks</u>: AK reported that this issue was likely to continue for some time yet. A agreed to remove from list and review in 3 months.</li> <li>2. <u>PEAT</u>: JC spoke to Lisa Compton and EM to write to Lisa with details of exactly what is still outstanding.</li> <li>3. <u>MSDP</u>: ML submitted the article in October as this has not yet appeared in the newsletter she will review it and send in updated article in January.</li> <li>4. <u>Core Group Comments</u>: item can be removed.</li> <li>5. <u>Acronym List</u>: Completed.</li> <li>6. <u>Equal Opportunities</u>: the statement needs to be in the Terms of Reference for the Priorities Sub-group.</li> <li>7. <u>Declarations of Interest</u>: still needed</li> <li>8. <u>Budget Costs</u>: EM reported that a report will be available after Finance sub group next week. It was agreed that the full breakdown would be sent out following Mondays Meeting.</li> <li>9. <u>Work Programme</u>: EM reported on the updates to the website. The work programme and monitoring section is completed and the other sections would be update shortly. all sub groups and focus groups are also on the website. All rest of 9 has been completed.</li> <li>10. <u>Commissioning Meeting</u>: has happened item can be removed.</li> <li>11. <u>IR65 (breast screening)</u>: JC reported that another letter has been received as the information given in the previous letter was incorrect. There will be delays until September 2010. The Group expressed concerns about the delays and the reason for them and asked that this be closely monitored. EM was asked to write a 20 day letter to Lisa Compton (with a copy to HOSC) asking what the delays are, where they are and why they are happening. The Group asked for a progress report every 2 months to check that the wait is decreasing. EM suggested gathering evidence from participants concerning exact areas of delay and experiences. Whilst it was agreed that this would be beneficial the Group asked that the letter be done whilst evidence was gathered. EM to send draft letter to ML and SW.</li> <li>12. <u>IR66 (SPFNT)</u>: letter has been sent.</li> </ol> <p>No replacement yet found for JC at LINK Chairs meetings with SPFNT. Following discussion it was agreed that details of the commitment for</p>	<p><b>Mar Agenda AK</b></p> <p><b>EM</b></p> <p><b>ML</b></p> <p><b>EM</b></p>

	<p>this be sent to members before next meeting so that a decision can be made.</p> <p>13. <u>IR67</u>: Had the details of the pilot visit and then report back. This matter is on-going - agreed that it would be reviewed in 3 months time.</p> <p>14. <u>Postcards &amp; Comment Forms</u>: Not yet done – EM to action</p> <p>15. <u>Hospital Focus Group</u>: DL not present – next agenda</p> <p>16. <u>Hate Crime statistics</u>: This is a proposal from AB from the last meeting review in 3 months</p> <p>17. <u>Indemnity Insurance</u>: Completed</p> <p>18. <u>Transforming Community Services in E Sussex</u>: agenda item.</p> <p>JC stressed that the outstanding items list should be items that need to be reviewed if they are not progressing.</p>	<p><b>JC</b> <b>Jan Agenda ALL</b></p> <p><b>Mar Agenda EM</b> <b>EM/Host Team</b></p> <p><b>Jan Agenda DL</b> <b>Mar Agenda AB</b></p> <p><b>Jan Agenda</b></p>
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p><b>Enter and view Visits</b></p> <p>Update on HOSC ML reported back on a meeting she had attended with Val Young - the HOSC Nutrition &amp; Feeding in hospitals review group. LINK has been commissioned to do a Nutrition &amp; Hydration survey in Conquest Hospital &amp; DGH. Damian Lee is the lead of Brighton &amp; Hove LINK who was also there. HOSC want visits by East Sussex LINK and Brighton &amp; Hove LINK at the same time of year so they can compare &amp; contrast results. Brighton &amp; Hove LINK aren't yet ready to do enter and view. ML &amp; VY plan to have conf call with Brighton &amp; Hove LINK after this meeting to discuss the way forward. ML agreed to report back to JC and AK following this call.</p> <p>HOSC are meeting again on 18<sup>th</sup> December and want a report from both LINKs as to when we will be ready to start. There was a discussion about whether East Sussex LINK should wait for Brighton &amp; Hove to be ready or agree to go ahead without them. AK feels that as enter &amp; view is part of our performance management and we are accountable for our actions we should agree to go ahead as we are ready. The Core Group agreed that ML report back to HOSC saying that we are ready and HOSC will have to make decision whether they want to wait for Brighton &amp; Hove to be ready. EM reminded the group that the HOSC will make the final decision.</p> <p>Older People's Day Services A proposal has gone to Adult Social Care to view the Morton Centre Hastings, the Uckfield Club and the Phoenix Centre Lewes. Jan Cutting is leading from HOST team IE agreed to lead for Core Group. JC asked if dates could be agreed before Christmas.</p> <p>2009 Peer Review Privacy &amp; Dignity ML and EM have been in correspondence with PCT. MS visited Gravesham Community Hospital last week and ML due to visit Chailey</p>	<p><b>ML</b></p> <p><b>EM</b></p>

4.4	<p>Heritage next week. ML asked EM to chase up the information for the visit. JC suggested that EM advise Lisa Compton about the confusion in communication on this.</p> <p>Management of Visits Sub Group All authorised representatives are trying to identify a date for meeting together. JC confirmed that the meeting planned for 22<sup>nd</sup> January has been cancelled.</p>	EM
5.	<p><b>Review Work Programme</b></p> <p>As far as possible reports should be sent to the LINK office to enable them to be sent out before the meeting. It is an important part of the work of LINK. JC asked the members to give some thought to how best the reviews can be undertaken and discuss any ideas with her she will then report back to the January meeting. It is not necessary for the report backs to be quarterly. Also the membership of each group is for one year and can change as the membership of the Core Group changes or if a member wants to change the group(s) they attend. Each group needs to decide on a format for reporting back and the process of doing that.</p> <p>5.1 OOH Group – Dec09 JJ will report back another time. ML confirmed that a response has been received from Lisa Compton to the letter sent. Copies will be sent to members of the OOH Group.</p> <p>5.2 Dentistry – Nov 09 Written report from Geoff Thomas was circulated please send any comment to DH at LINK office.</p> <p>5.3 Communication &amp; Engagement Sub Group – Sept 09 EM has had offers from members to look over Communication &amp; engagement Strategy to look over comm. &amp; engage but no time c/f</p> <p>5.4 Representation Hospital Trust Board – Nov 09</p> <p>5.5 Representation Acute Mental Health – Sept 09 Covered still not sorted</p> <p>5.6 Representation Adult Social Care – Nov 09 IE has sent reports in at each stage but expanded on them for the Group. East Sussex Dementia action plan is now out. Mental Assessment Support Team (MAST) is successful in Hastings and Rother and will now gradually go throughout the county. The Dementia strategy has been passed by board. IE stressed that there is a need to keep an eye on carers not just patients. Day Centres will become a Hub – all service users will be together. The first one will be in Hastings – Isabelle Blackman will close and all will go to Morton. IE now on Mental Health Partnership Board. Learning Disabilities Group – Health Action Plans are not really working well for the professionals so they are being reviewed. Also Hate Crime is coming up more and more – lots of people with mental health problems suffer from bullying etc and they are trying to address this.</p>	JC

5.7	<p>AK thanked IE for a very good report. AK attended a LINKs Commissioning Study Day on Tuesday and it became very obvious that LINKs generally don't have the knowledge and expertise about Social care but this Group is very fortunate to have IE on the various groups with her expertise. AK also reported that at a meeting with Strategic Health Authority (SHA) Quality Board they announced they were looking at matched funding with Marie Curie for end of life care, currently only about 17% of people achieve their desire to die at home they are looking to increase this to 40%.</p> <p>JC suggests that we look at the impact on carers of the new procedures with the Day Opportunities.</p> <p>Representation Ambulance Services – Nov 09</p> <p>JC explained that this is on the agenda because we have no formal way to link with Ambulance service. BR and DB have been asked to review this. The Group discussed how relationships can be built with the Ambulance Service. BR explained the process of public representation with the Ambulance Service and reminded the Group that it was a matter of dealing with Ambulance Services in 3 counties. He suggested that it may be worth exploring virtual relations rather than physical relations with the Ambulance Services. AK suggests that as a group of LINKs (Cross Border) we should tell South East Coast Ambulance Service (SECAMB) what we are looking to do this was agreed by the Group.</p> <p>BR stressed that we have an excellent Ambulance service that is marginally under performing on category B calls.</p> <p>ML stressed that transport comes up at almost every meeting as an issue because of the rural area we cover.</p> <p>JC suggests that there is a cross border meeting with 2 representatives from each LINK – this is something which will be reviewed when time is available.</p> <p>Items 5.8 to 5.11 were deferred to the next meeting due to time restrictions.</p> <p>IE advised that she has received a comment about Polegate Ward at the DGH and the fact that paper plates are again being used. Discussion followed and it was agreed that the Nutrition Group would look at Polegate Ward and would be kept under review.</p> <p>Maternity Development Panel</p> <p>This has now transformed into an implementation group and it is assumed that LINK will be invited to take part. ML suggested that 2 people from the LINK should be involved in the Implementation Group. HOSC wanted the removal of geographical working but a meeting seminar is being proposed so that HOSC and other Stakeholders can understand better the views of all. Hastings &amp; Rother PCT Board has approved the Strategy but East Sussex Downs &amp; Weald PCT has not.</p> <p>JC thanked ML for all work she has done for this.</p>	<p><b>BR/DB</b></p> <p><b>Jan Agenda</b></p>
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6.	Issues List	
6.1	Feedback from Priorities sub Group EM explained that the notes are in draft form and have proved problematic as EM also contributes to the group. In future DH will minute the meetings. EM suggested that the notes are taken away to be read. PINK paper is used for confidential minutes/notes please remember this. SW requested that future confidential minutes also have a watermark 'CONFIDENTIAL' on them.	DH
6.2	Update on Breast Screening IR65 Discussed already see item 3.3 11	
<b>Core Group discussion time – not minuted.</b>		
<b>Date of Next Meeting:-</b> <del>Thursday 14<sup>th</sup> January 2010 – Meeting Room, ESDA</del> <del>10.00am – 12.30 pm</del> <b>Meeting cancelled due to bad weather</b>		

Minutes agreed as correct at the meeting on 9<sup>th</sup> February 2010.

Corrections made:

Signed: .....

Date: .....