

EAST SUSSEX LINK

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

Minutes Core Group Meeting 9th February 2010 – 10.00 – 11.55

Meeting Room – East Sussex Disability Association

Attending: Perry Aldred (PA), Janet Colvert (JC) (from item 4), Tim Furlonge (TF), June Jarrett (JJ), Alan Keys (AK), David Lawrance (DL), Maureen Lawrence (ML), Tony Moore (TM), Baldev Soni (BS) (from Item 5), Margaret Stanton (MS), Les Tostevin (LT),

In attendance: David Bold (DB), Elizabeth Mackie (EM) - Manager, Debbie Harris (DH) Administrator (notes).

Apologies: Ray Barrett (RB), Ivy Elsey (IE), Dominique Corbett (DC), Avril Fuller (AF), Ambrose O'Boyle (AB), Brian Rockell (BR), Sue Weiner (SW),

Item	Meeting – LINK business to be recorded	Actions
1.	Welcome and apologies	
1.1	AK explained that due to unforeseen circumstances JC would be late Arriving and he would chair the beginning of the meeting.	
1.2	Apologies stated as above.	
1.3	Declarations of Interest: There were no declarations of interest in the items on the Agenda.	
2	<u>Minutes & Matters Arising Not on the Agenda</u>	
2.1	Approval and signing of previous minutes (10 th December 2009) The minutes were unanimously agreed and signed by AK having been proposed by ML and seconded by TM.	
2.2	Update on Actions	
2.3	List of completed and outstanding tasks Completed Actions noted. Outstanding Actions 11. Terms of Reference these were discussed at the Priorities Sub Group and AK has some changes to put forward; changes will be discussed in the Core Group Discussion Time following this meeting. 12. Equal Opportunities discussed at last Priorities Sub Group - Terms of Reference will be amended and will be sent to Core Group for Approval.	DH

<p>2.4</p> <p>2.5</p>	<p>13. Annual Declarations of Interest sent with papers for this meeting.</p> <p>14. Breast Screening no reply yet to 20 day letter.</p> <p>15. PA agreed to speak to JC and EM and discuss whether this is something he is able to do.</p> <p>Host Support for Core Group Agreed by Priorities Sub Group minor amendments were noted. Document would be reviewed each December or earlier if it is felt necessary. Unanimously agreed.</p> <p>Decision Making Process Unanimously agreed</p>	<p>PA/JC/EM</p>
<p>3.</p>	<p><u>Election of Vice Chair</u></p> <p>No-one was prepared to stand as a second vice chair. There was discussion about whether Core Group Members could take on some of the tasks without becoming a Vice Chair. Agreed that this discussion could take part in the Core Group Discussion Time following this meeting. One Vice Chair role is to check the draft minutes before they are sent to Core Group AK asked for a volunteer to do this. ML volunteered.</p>	
<p>4.</p> <p>4.1</p>	<p>JC joined the meeting, apologised for being late and took over the Chair.</p> <p><u>Project Spend</u></p> <p>Appendix 5 was handed out - a report from CEO ESDA concerning the £35,000 project money that needs to be committed to be spent before 31st March 2010.</p> <p>There was a lengthy discussion. The main points were:</p> <ul style="list-style-type: none"> ○ Money must be used for a project/research. ○ Cannot be used to increase office support. ○ AK stated that it was wrong to spend money for the sake of it and far better to explain that LINK is still in early days and the money will be spent appropriately but not necessarily by 31st March 2010. This was agreed by all members. ○ There may be other organisations we can link with to implement joint projects. ○ ML and TM agreed that there may be other projects which come out of the HOSC nutrition work currently being done. ○ AK advised that he is going onto another meeting re cardiac rehab there may be an opportunity for LINK to join with Heart Network for a piece of work. ○ The need to look at the work programme to see if there is a project on there which can implemented. <p>JC asked all members to consider whether there is a project within the remit that is suitable. Please email the office with the bare bones of the idea as soon as possible.</p>	<p>ALL</p>

4.2	<p>JC advised that one project that was ready to go forward was the Wheelchair Services Review with Charles Ellis as the lead, but as he has now been appointed to the PCT Board there is a potential conflict of interest. MS suggested that there may be a new participant who would be prepared to take on this role. EM to pursue.</p> <p>Agreed that JC should find out</p> <ul style="list-style-type: none"> o Whether other LINKs have been threatened with loss of money in a similar way o What will happen to any money 'lost' - does it go back to Local Authority o As funding is for 3 years surely the £35,000 is for 3 years also. o Can the money be carried over to next year <p>Older People's Day Services Review. Following discussion it was unanimously agreed that an independent person would be contracted to review the findings and produce a written report. EM will instigate.</p>	<p>EM</p> <p>JC</p> <p>EM</p>
5.1	<p><u>BS Joined the Meeting</u> <u>Proposal for Future Focus Groups</u></p> <p>Ambulance Focus Group Appendix 6 is a report written by DB on the assumption that the CORE GROUP agrees that an ambulance group is needed. DB has spoken briefly with BR who is in agreement with the proposal. There was much discussion between the members. JC reminded members that transport in general is a problem so suggested that this group cover all transport issues as well as ambulances. ML asked whether the ambulance service had been consulted. DB said that he is on the liaison group and they would like just one representative from LINK for the whole region. If this is the case it will make working relationships with neighbouring LINKs very important. ML suggested a cross border group for ambulance/transport. She suggested that contact be made with our neighbouring groups and see what their feelings are around transport and ambulance. JC reminded members that the host team have limited hours and careful planning needs to be put into how focus groups are built. EM asked that anyone leading/starting a group produces a report of what their aims and objectives are together with the timescales involved. Also the exact type of support needed i.e. admin, booking meeting rooms attending meetings. EM can then review the capacity of the team and a decision can be made.</p> <p>JC proposed AK seconded that this proposal be agreed in principle this was unanimously agreed.</p> <p>DB was asked to write a full report for the Core Group including support requested from the host team.</p>	<p>DB</p>
5.2	<p>Hospital Focus Group. Appendix 7 is a report written by DL on the formation of a hospital focus group. Following much discussion it was agreed that members need to communicate better with each other when reporting back from meetings. It was felt that more benefit would be gained from setting up the ambulance</p>	

8.4	Proposed Pharmacy Visits AK explained that this is something that should be easy to undertake by Core Group members. Following much discussion it was agreed that AK would speak to the PCT to find out what information they hold and then draw up a pro forma for members to use.	AK
9.	<u>Maternity Strategy</u> ML gave an update. The Maternity Strategy version 10a has been signed off and the MSD panel now becomes an Implementation Group. JC agreed to speak to the Mike Wood in principle about LINK having a representative on the group. The Implementation Group needs a representative with good working knowledge ML suggested that she approach Geoff Leece to be a representative for LINK – agreed.	JC ML
10.	<u>Issues List</u> Notes from the Priorities Sub Group were distributed with papers for this meeting.	
	Core Group discussion time – not minuted.	
Date of Next Meeting:-		
Monday 15th March 10 – 12.30		

Minutes agreed as correct at the meeting on 15th March 2010.

Corrections made:

Signed:

Date: