

EAST SUSSEX LINK

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

Minutes Core Group Meeting 12th May 2010 – 10.00 – 11.35

Meeting Room – East Sussex Disability Association

Attending: Perry Aldred (PA), Janet Colvert (JC), Ivy Elsey (IE), Avril Fuller (AF), Tim Furlonge (TF), Alan Keys (AK), June Jarrett (JJ), David Lawrance (DL), Maureen Lawrence (ML), Tony Moore (TM), Brian Rockell (BR), Baldev Soni (BS), Margaret Stanton (MS), Sue Weiner (SW)

In attendance: Nick Tapp (NT) – CEO ESDA, Debbie Harris (DH) Administrator (notes).
Pat Newton (PN) LINK Participant

Apologies: Ray Barrett (RB), Dominique Corbett (DC), Elizabeth Mackie (EM) Ambrose O'Boyle (AO),

Item	Meeting – LINK business to be recorded	Actions
1.	Welcome and apologies	
1.1	JC welcomed everyone to the meeting. Members and visitors then introduced themselves.	
1.2	Apologies as stated 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 (14 th April 2010) The minutes were unanimously agreed and signed by JC having been proposed by AK and seconded by MS.	
2.2	Update on Actions	
2.3	List of completed and outstanding actions Completed Actions noted. Outstanding Actions 5. Terms of Reference for Core Group - on this agenda 6. Terms of Reference for Priorities sub group to include equal opportunities will be set before this group once agreed by Priorities Group.	Priorities Group
	7. Project spend re-submission with costings of Rebranding of Website and	

	<p>Update Postcard for Sussex Autistic Community Trust. Still waiting for costings.</p> <p>8. Proposed Pharmacy Visits update - on this agenda</p> <p>9. Representative Maternity Services Liaison Committee - in progress</p> <p>10. Ask to have representative on panel reviewing Crowborough Birthing Unit and find representative - in progress</p> <p>11. Mixed Bays Compliance Visits to be organised - in progress</p>	<p>EM</p> <p>EM</p> <p>EM</p> <p>EM</p>
3	<p><u>Older People's Day Services</u></p> <p>NT explained that there has been a lot of discussion about this report with Adult Social Care and they do still have until May 20th to make any comments although they have already commented. This report will therefore be on the agenda for next month.</p> <p>IE asked that the Core Group review the Enter and View Procedure for reporting as this is the first report that has been completed and there has been some confusion.</p> <p>It was unanimously agreed that Appendix 2 (the letter from Vin Tapp) should not form part of the report but would be suitable as a newsletter article or for the Annual Report.</p> <p>PA & BS joined the meeting</p> <p>JC thanked all those who have prepared this report.</p>	<p>DH/EM</p>
4.	<p><u>Core Group Terms of Reference</u></p> <p>Appendix 4 in papers AK</p> <p>TF stressed that these terms apply only when representing LINK at meetings/events not when attending meetings in a capacity other than a representative of LINK.</p> <p>The Terms of Reference were unanimously adopted until 31st March 2011.</p>	<p>DH</p>
5.	<p><u>Wheelchair Services Review</u></p> <p>PN is attending this meeting to update the group on the Wheelchair Review. A supplementary paper was handed out giving details of PN's experience and also the latest information on the review.</p> <p>Three tenders have now been received from research consultants and the steering group expect to make an appointment next week.</p> <p>This is a review of staff and users owned by the users themselves. It has become apparent that some people will only be able to make telephone contact and this has now been taken into account.</p>	

	<p>PN explained about the ways the internet is being used to make contact with wheelchair users and their carers.</p> <p>TF advised that the Citizens advice Bureau has recently received research showing that only 60% of the population has internet access. He reminded the group that steps must be taken to ensure that the other 40% of the population receives information.</p> <p>SW asked how many wheelchair users there are in East Sussex. NT advised that it is generally felt that 1 in 8 of the population is considered disabled and of those wheelchair users are less than 10%. PN explained that there are many different types of wheelchairs, indoor/outdoor chairs etc</p> <p>MS asked if contact had been made with the Red Cross to look at their statistics and reports.</p> <p>ML asked about the scope and range of the questionnaire. PN explained that the questionnaires would cover the whole of East Sussex and cover all age ranges including children and their carers.</p> <p>BR thanked PN for her helpful summary but expressed his belief that the review was unlikely to raise large sums of money for the service. PN explained that the review would not just be read by those in East Sussex and would ensure that views were heard. At the moment there is not one eligibility criteria for the whole of England within the NHS. NT advised that this review would raise the profile of the wheelchair service and would bring the subject to the attention of the Commissioners. AK advised that the Commissioning group would keep this review in mind.</p> <p>JC suggested keeping in touch with LINKs nationally regarding this.</p> <p>PN thanked the Group for agreeing to this review.</p> <p>JC asked whether the review will be inviting comments from independent providers. PN confirmed that this would be done.</p> <p>JC thanked PN for her report and asked that the Core Group be kept informed.</p>	
6.	<p><u>Finances</u></p> <p>AK now going to give a factual report.</p> <p>Since the last Core Group Meeting there had been a Finance Group Meeting and AK had also met with NT and Steph Melling (SM)(ESDA Finance Manager).</p> <p>It is accepted and well understood that previously the money had not been properly allocated within the budget.</p> <p>The new team is now reporting monthly to the ESDA board.</p> <p>SM has a strong accounting background and has impressed AK.</p>	

Year 1 budget balanced

Year 2 overspend £16493 - there is no suggestion of any dishonesty. The overspend was on Governance and Running Costs but there was a large saving in Salary when the team were without a team member.

AK went on to explain in detail about the overspends and where new contracts had been taken out to reduce some of the costs of phone and photocopying.

AK asked that all members consider carefully before asking for hard copies of documents. Also in future all documents going to Core Group members would not have the yellow header on them to further reduce copying costs. Also expense claims can be done on line reducing postage costs.

NT has shown AK a copy of this year's budget, which he was not obliged to do.

AK asked the group to take his word that he is satisfied that the approach is now right and logical, and that the group will know each month if there is any divergence from the budget.

NT confirmed that it had been very productive to go through the figures with AK; things are different now SM discovered the problems in allocation of monies and steps were immediately taken to correct this. NT gave his assurance that nothing like this would happen again. AK will receive a copy of the actual accounts compared to the budget each month.

PA thanked AK for his intervention but asked what the amount is available for project spends before March 201.

AK confirmed that the amount available is £59,458 of which some has been allocated to the Wheelchair Review and some on the Enter & View Project.

BS expressed his concern that there seemed to be secrecy over the accounts.

NT explained that the arrangement with the Local Authority is with the ESDA Board and the Core group has no say over how the money is spent. NT advised that he is happy to come along quarterly to Core Group Meetings and show the budget and actual figures on the computer screen. The Core group can only scrutinise the Project Money.

JC reminded the group that the whole purpose of having a host is to allow them to deal with finance.

MS stated that this was 100% better

SW expressed thanks to everyone involved in the discussions.

AK explained that for Year 3 the underlying cost of running the LINK is more than £170,000 and emphasised that anything the group can do to sensibly save money would help. NT agreed that there is a need to be sensible in future plans.

ML suggested that if a decision was taken to do more outreach then the Core Group could meet bi-monthly.

	DL thanked AK and the finance group for all the work they do in dealing with financial matters. JC agreed with this.	
7.	<u>Annual Review Meeting</u> JC thanked everyone for producing their articles for the Annual Report in such a timely way. The annual review meeting is taking place on June 3 rd and will include some guest speakers and ratification of the Annual Report.	
8.	<u>Issues List</u>	
8.1	Notes from Priorities Sub Group SW asked about further information on IR41 (CYP issue) further data has been requested from PALS who are currently short staffed.	EM
8.2	Concluded issues list for ratification These were unanimously agreed having been proposed by ME and seconded by MS	
8.3	Update on Breast Screening Delays JC gave a brief update and advised that it was generally agreed that a lot of catching up had been done. This would be kept under review and a further meeting will take place in October. JC has agreed that in future we do observe formalities and contact their press office if we are asked to comment on matters. ML suggested that it may be a good idea for LINK members to have media training. NT agreed to talk to the press officer at Sussex Police.	NT
9.	<u>Enter and View Visits</u>	
9.1	Update on HOSC ML reported that the Enter & View Visits had been completed within the timescales in an efficient and sensitive manner. There were 12 visits in all and thanks were recorded to all authorised representatives who completed these visits. The report will be compiled by ML SW and Jan Cutting. It will be confidential within the LINK as the information is to be sent to HOSC at their meeting by 22 nd June for their meeting on 29 th June. JC thanked ML for her work and said that the visits went very smoothly due to the hard work of Val Young, Jan Cutting and ML.	
9.2	Productive Ward Visits JC confirmed that the visits have now been completed.	

9.3	<p>Pharmacy Visits</p> <p>AK reported that the issue about the supply of prescription medicines being in short supply was now well under control. But if anyone experiences/hears of any further problems please let AK know.</p> <p>Medicine Usage Review (MUR) carried out by pharmacies. AK has looked into this and confirmed that this is currently being run very sensibly. Each pharmacist has a limit of 400 per annum but on average would appear to be doing far fewer than this number.</p>	
<p>Date of Next Meeting:-</p> <p>Wednesday 16th June 10 – 12.30</p>		

Minutes agreed as correct at the meeting on 16th June 2010.

Corrections made:

Signed:

Date: