

## EAST SUSSEX LINK

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

### Minutes

#### Core Group Meeting

14<sup>th</sup> April 2010 – 10.00 – 11.50

Meeting Room – East Sussex Disability Association

**Attending:** Perry Aldred (PA), Ray Barrett (RB), Janet Colvert (JC), Ivy Elsey (IE), June Jarrett (JJ), David Lawrance (DL), Maureen Lawrence (ML), Brian Rockell (BR), Baldev Soni (BS), Margaret Stanton (MS), Sue Weiner (SW)

**In attendance:** Elizabeth Mackie (EM) - Manager, Debbie Harris (DH) Administrator (notes). Paul Burchett (member of the public), Maureen Ingram (PA to Paul Burchett & member of the public), Geoff Leece (GL) (rep Maternity Services), Paul Rideout (PR) (Voluntary & Community Services Co-ordinator, ESCC)

**Apologies:** Dominique Corbett (DC), Avril Fuller (AF), Tim Furlonge (TF), Alan Keys (AK), Tony Moore (TM), Ambrose O'Boyle (AB), Les Tostevin (LT),

Item	Meeting – LINK business to be recorded	Actions
1.	<b>Welcome and apologies</b>	
1.1	JC welcomed everyone to the meeting and apologised for the delayed start due to filming for a local news item – see item 5. 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.	<b><u>Minutes &amp; Matters Arising Not on the Agenda</u></b>	
2.1	Approval and signing of previous minutes (15 <sup>th</sup> March 2010) The minutes were unanimously agreed and signed by JC having been proposed by ML and seconded by IE.	
2.2	Update on Actions	
2.3	<b>List of completed and outstanding actions</b> Completed Actions noted.  Outstanding Actions 7. Terms of Reference for Core Group AK is leading on this but is away on holiday - will be reviewed at next meeting.	<b>AK</b>

	<p>8. Terms of Reference for Priorities sub group to include equal opportunities Discussed at last Priorities Group and changes will be agreed before being submitted to the Core Group.</p> <p>9. Annual Declarations of Interest Forms Core Group JC asked that all members ensure that their annual declaration has been completed.</p> <p>10. IR65 (Breast Screening) reply received – waiting for new meeting date.</p> <p>11. A permanent representative is needed for East Sussex Community Health Services Committee. EM to check database for possible representative.</p> <p>13. Core Group Members themed reports for the Annual Report – Agenda Item</p> <p>14. Proposed Pharmacy visits update AK is leading on this but is away on holiday - will be reviewed at next meeting.</p>	<p><b>Priorities Group</b></p> <p><b>ALL</b></p> <p><b>JC</b></p> <p><b>EM</b></p> <p><b>AK</b></p>
3	<p><b><u>Maternity Services</u></b></p> <p>ML reported that the last meeting of the Maternity Services Development Panel was held on 26<sup>th</sup> March. An implementation group will now be set up and GL will be the LINK representative on that group.</p> <p>ML introduce GL to the meeting and asked that members give him guidance on how to take this forward. The whole group needs to send input.</p> <p>GL told the meeting that the Maternity Services Liaison Committee are looking for a representative. It is a committee which feeds information into the implementation group. EM agreed to look for a participant to represent the LINK.</p> <p>GL also advised that there is to be a review of the Crowborough Birthing Centre – one of the questions being asked is whether enough women from East Sussex are using the Centre. The cost of running the Centre is very high. Agreed that we should ask to have a representative on the panel. EM will look for a participant who is using (or has recently used) the maternity services.</p> <p>DL asked that we should look again at Hospital Focus Group as the questions raised here could be addressed by that group. JC expressed the thanks of the group to GL and ML.</p> <p>EM will ensure that GL has the general guidance for representatives.</p> <p>GL will ensure that feedback is sent to the LINK and will ensure that the Core Group see the agenda when it is sent to enable them to raise any points with him.</p> <p><b>SW joined the meeting</b></p>	<p><b>EM</b></p> <p><b>EM</b></p>
4.	<p><b><u>Paul Rideout</u></b></p> <p>PR introduced himself – he is the Voluntary &amp; Community Services Co-</p>	

ordinator at ESCC. He explained that his role was to performance monitor the contract with the Host with regard to East Sussex LINK. There is a quarterly performance monitoring meeting, which JC also attends, at this meeting culmination of outputs and outcomes are discussed and agreed.

There is a tripartite relationship between the Host, the LINK membership and the Local Authority. PR stressed that he is completely separate from the PCT and ASC etc.

PR explained that he has just ended reviewing year 2 quarter 4. He said that generally everything is going well and he appreciates the opportunity to sit here and watch the business of the Core Group.

In the performance monitoring there are 3 indicators red, amber and green. Red indicates targets not being fully met. However, over next 2 quarters PR believes these targets will be fully met.

LINK is involved in the voluntary and community sectors but now has direct access to Miriam Miklaszewska, Development Coordinator of SpeakUp Forum; this will be the key to success in year 3.

PR suggested looking at the issues list. It may be that someone has looked at an issue but needs more research and LINK can work towards it.

LINK could create their own library of research but need to make sure that other organisations have not done similar work or research.

PR thanked the Core Group for inviting him and asked for any questions.

A confidential discussion followed.

JC thanked PR for his attendance at the meeting.

**PR left the meeting**

**Comfort Break**

5. **Issues List**

The notes from Priorities Sub Group were distributed with the papers for this meeting.

JC updated the group on IR 65 Delays in Breast Screening. The original query came from SW and the initial reply was optimistic for clearing the backlog but then a further letter was received which did not show that the problem was being dealt with. Diana Grice asked to meet with LINK to explain how they were able to address the problem. This meeting has been put off more than once and yesterday the BBC picked up on comments on the LINK website following an article in the Argus and asked for interviews. EM did a radio interview this morning for BBC Sussex and JC and SW were interviewed before this meeting for South East News. It is also on the Brighton HOSC agenda today.

The concluded issues list was ratified by the Core Group having been

	proposed by MS and seconded by DL	
6.	<p><b><u>Annual Report</u></b></p> <p>JC and EM gave brief feedback from the Guildford Meeting (South East Host Forum, however the meeting welcomed JC as east Sussex Chair). EM advised that at the meeting it was suggested that the Local Authority should be accounting to LINK for the money they topslice.</p> <p>There was a discussion about articles/reports for the Annual Report. It was agreed that each article would be no more than half a page they should be short, succinct and snappy to captivate interest and anyone with suggestions on other items to include should contact the office. All articles must be with the office by 30<sup>th</sup> April.</p> <p>It was agreed that the following be included (initials are for those compiling report)</p> <p><b>EM</b> Enter &amp; View  <b>ML</b> Maternity  <b>AF</b> Friends Families &amp; Travellers  <b>BS</b> End of Life Care  <b>MS</b> Library  <b>EM</b> will cut &amp; paste from <b>IE</b> report of Day Care Services Review  <b>MS</b> Gravesend visit  <b>JJ</b> and <b>MS</b> Peat  <b>JC</b> Productive Ward Round  <b>JC</b> will contact statutory partners and ask for a few words  <b>AK</b> Commissioning  <b>BR</b> Ambulance Focus Group  <b>PN</b> wheelchair review  <b>SW</b> breast screening</p> <p>SW suggested that we include positive comments that have been received during the year.</p>	
7.	<p><b><u>Enter and View Visits</u></b></p> <p>7.1 <b>Update on HOSC</b>  ML reminded the group that this has been in preparation since January. Preparation has now been completed and first visit is 15<sup>th</sup> April. ML asked that thanks be recorded to the Host team and in particular to Jan Cutting for the support of the project. There is a tight timescale with the final report to HOSC being due on 29<sup>th</sup> June. Working with neighbouring LINKs has worked well and we may look at working together in the future.</p> <p>SW has suggested that representatives have yes and no cards available when visiting stroke wards to enable patients to take part in the project if they want to.</p> <p>DH advised that visits to Seaford 1 would now be to Hailsham 4.  Michelle Clements, Trust Catering Manager will meet representatives on</p>	

<p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>arrival and will make a room available for tea and coffee during the visit.</p> <p><b>Older People's Day Services</b> IE reported that the report is on track to be published report will be published on 16<sup>th</sup> May and ASC will get the initial report next week.</p> <p>IE met with Mark Stainton at the Uckfield Club he was shocked by the conditions and has promised to review the situation. IE is keeping this under review.</p> <p>Caroline Moyes, Project Manager for Day Opportunities has said there is a shortage of any care for non dementia elderly in Wealden and parts of Rother.</p> <p><b>MS and RB left the meeting</b></p> <p><b>Productive Ward Visits</b> JC started these visits before LINK began it was a trial in both hospitals. To start with JC went to monthly meetings and then she asked to visit one ward in each hospital every 6 months. They show before and after photos and the whole staff is involved. The scheme also monitors use of time. One item JC has picked up on is the fact that bathrooms have been replaced by 2 showers but these are not large enough for those with disabilities or who need help.</p> <p><b>Mixed Bays Compliance</b> EM reported this has been on the to do list for some time but not able to complete because of ward closures. We are now able to proceed JJ and MS will carry out these visits.</p>	<p><b>EM</b></p>
<p><b>Date of Next Meeting:-</b></p> <p><b>Wednesday 12<sup>th</sup> May 10 – 12.30</b></p>		

Minutes agreed as correct at the meeting on 12<sup>th</sup> May 2010.

Corrections made:

Signed: .....

Date: .....