



## Nottingham City Local Involvement Network LINK Directors Meeting

20<sup>th</sup> January 2010 6pm – 8pm  
The New Art Exchange  
39-41 Gregory Boulevard  
Hyson Green  
Nottingham  
NG7 6BE

### Present:

David Turner - DT  
Julie Bowers - JB  
Nigel Shipston – NS  
Penny Bunn - PB

### In Attendance:

Sharon Neal  
Laura Marano  
Michelle Anuebunwa

	Actions
<p><b>1. Welcome &amp; Apologies</b></p> <p>DT opened the meeting and started the introductions. New member NS works for the Nottinghamshire Healthcare Trust – Complementary Therapies.</p> <p>Apologies received from Alan Humberstone (AH) and Barbara Venes (BV).</p>	
<p><b>2. Minutes from last meeting on the 16<sup>th</sup> of December</b></p> <p>Minutes agreed as correct. JB commented that it was not very clear that Workshop 2: Complementary Therapies – had been approved as a Workshop theme. However, this is clarified towards the end of the minutes.</p>	
<p><b>3. Update on Workshops</b></p> <p><b>Update on DV Workshop – Jane Lewis.</b> JB informed the group that the Workshop has been cancelled as it was deemed to be duplicating current work on DV. JB suggested that the host team prepare a summary of issues raised to the LINK around DV and invite the NDVF to comment on those issues and answer some of our questions.</p> <p><b>Workshop 2 Complementary Therapies – JB</b></p> <ul style="list-style-type: none"> <li>- Lead on the Workshop JB</li> <li>- Taster sessions on complementary therapies; information stands of service providers;</li> <li>- Working with the Facilitator on the key questions for the workshop.</li> </ul>	<p><b>MH</b></p> <p><b>LM</b></p>

**Workshop 3 – Framework for PPE**

- LM distributed the most up to date version of Northamptonshire's version of the Framework.
- SN suggested that maybe the group could consider moving the date of this particular workshop to April/May. This will allow more time to digest the recent material and consult more widely with key partners
- General consensus with this suggestion
- DT agreed that having more time would be more productive.
- PB asked for clarification on who would be involved in this Workshop and the key aims
- SN summarized the key objectives and usefulness of this Framework.
- SN asked for feedback on the document provided on Northamptonshire's PPE Framework.
- PB informed the group of an interesting work on Patient Groups run by the PCT that she came across when researching her dissertation. The research argued that patient groups run by the PCT were less effective and more of a tick box exercise but that independent patient groups were a lot more successful.
- The group discussed the possibility of involving Susan Hodge the author of the research in the Workshop. The group decided the best way forward is for PB to ask the author if she would be interested in participating. It might be the case that the LINK formally invite Susan Hodge to input her expertise to the Framework.

LM

**Additional Workshop – Prioritising Issues**

- LM explained that the DV workshop has been replaced with a Workshop on Prioritising Issues giving the community a direct opportunity to decide which issues the LINK will prioritise for Work Plan 2010/2011.
- Lead is DT as he is a member of the Issues Panel, in the absence of BV

**4. Community Engagement Plan 2010**

LM distributed copies of the plan to new members and an updated copy of the activities section was distributed to other members.

JB/LM/MH

JB thanked the support team for their good work and commented on the very clear use of the ladder of participation; secondly there were a series of things that also need to be included such as what are we informing on? Furthermore, the Outputs and outcomes were not all correct – there are some overarching aims/outcomes and there are some measurable objectives/outputs. The outcomes are the impact of the outputs. JB to work with the CEWs to readdress outputs and outcomes.

SN informed the group that there has been some interest from the public to be involved in the LINK on the practical side of community development. Thus, it is suggested that a Communications and Engagement Working Group (CEW Group) be formed with these new members who will be more actively involved in the activities detailed in the Community Engagement Plan. SN suggested JB lead on this Working Group and that the Communications CEW Janet Lawless from the support team. SN read out a draft Press Release to advertise volunteering opportunities for the CEW Group.

SN

The Board agreed press release for LINK Champion advert

**5. Induction Pack**

SN distributed copies of the proposed Induction Pack – and asked the group to agree the

<p>implementation . SN advised that the HOST team would undertake this initially but that the responsibility would then transfer to the LINK.</p> <p>NS agrees that this is very useful for a new member to be clear on what's what and who's who. PB also agreed that this is very welcomed as it is hard to understand what the LINK is. PB would also welcome what DT suggested that an introduction to the NHS is also included in the Pack – in the Support Section (already included).</p> <p><u>Board Objectives:</u></p> <p>SN explained that the new Board Members felt that it would be useful to work on creating some clear aims and objectives.. JB added that all Board Members need to work together and get to know each other. SN/DT/JB all suggested an “Away Day” for the Board Members to discuss this further.</p> <p>PB also proposed to have a Skills Audit for all board members and to get to know what each members' interests are and areas of expertise. JB/DT agreed. SN informed the group that the she has a Skills Audit that she will send out to the group</p> <p>SN highlighted that the Board needs to have a Work Plan ready to go live by the beginning of April. JB stated that she would not feel comfortable to draft a Work Plan before the Away Day. Suggested to book the Away day in the first week of March – not on Monday or Friday preferably Wednesday not in the evening. MA to research possible venues. LM to confirm a Facilitator. All comments and suggestions for what they would like the Day to include must be received by the LINK Host team by the 3<sup>rd</sup> of February.</p> <p>PB asked if the LINKs e-mail address and contact details be included at the bottom of the minutes.</p> <p><b>6. Budget</b></p> <p>SN informed the Board that the Carers Federation budget and expenses summary is not yet available this month but she will forward after 22<sup>nd</sup>.</p>	<p>SN</p> <p>SN</p> <p>MA</p>
<p><b>7. Consultation</b></p> <p>SN informed the group that the NUH has asked the LINK to contribute their views to the up and coming 'quality account' for patients, carers, the public and other organisations working in health and social care, due to be published in June 2010. It is like a school report and it will include three types of information:</p> <ul style="list-style-type: none"> <li>- what our patients and carers say about our services</li> <li>- information about patient safety</li> <li>- information about the standards of care you can expect</li> </ul> <p>Before the report is published NUH would like feedback about the type of information you would like to see in it. From next year it will be an annual report every year.</p> <p>By filling out this survey you can help NUH make sure they tell you the things you want to know this year, and in future years. If you have access to the internet, the survey is available online at <a href="http://www.surveymonkey.com/s/qaft2010">http://www.surveymonkey.com/s/qaft2010</a></p> <p>If Board members do not have access to the internet and require a hard copy of the questionnaire please contact the LINK offices and they will send one in the post.</p>	

**8. AOB**

PB was asking for more information and an update on the Hospital Discharge Task and Finish Group. SN stated that the best person to talk to would be Laura Thomas who will happily inform PB of the progress of the group and could send an update report.

JB asked for more information about the difference between a Working Group and a Task and Finish Group. SN clarified and stated that she would send summaries of the task & finish groups out to all board members

**Date and time of next meetings:**

- 17<sup>th</sup> February 2010 – 10am to 12pm – The Mary Potter Centre – Meeting Room 4
- 17<sup>th</sup> March 2010 – 6pm to 8pm – New Art Exchange - Meeting Room
- 21<sup>st</sup> April 2010 - 10am to 12pm – The Mary Potter Centre – Meeting Room 4
- 19<sup>th</sup> May 2010 - 6pm to 8pm – New Art Exchange - Meeting Room
- 16<sup>th</sup> June 2010 - 10am to 12pm – The Mary Potter Centre – Meeting Room 4
- 21<sup>st</sup> July 2010 - 6pm to 8pm – New Art Exchange - Meeting Room 4

**LT/SN/PB**

Minutes taken by the Host

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