

Nottinghamshire County Local Involvement Network (LINK)

Executive Board Minutes

5th August 2011

10:30am – 1:00pm at Highfields Fire Station, Hassocks Lane, Beeston, NG9 2GQ

Present	In Attendance
Jane Stubbings (JS) - Chair Shirley Inskip (SI) – Vice Chair John Kerry (JK) Julie Bryant (JB) Pat Crowe (PC) Alan Sutton (AS) Barbara Venes (BV) Jay Hemmings (JH) Tom Turner (TT) Glen Swanwick (GS)	Sharon Neal (SN) Host Team Helen Clark (HC) Host Team Katie Moore (KM) Head of Patient and Public Involvement, NUH Trust Emma Ducker (ED) Patient and Public Involvement Manager, NHS Bassetlaw Penny Spice (PS) Commissioning Manager Adult Social Care, Health and Public Protection Nottinghamshire County Council Samantha Walters (SW) Chief Operating Officer, Notts North and East Clinical Commissioning Group

Item No.	Agenda Item	Decisions made / Actions	By whom / when
1	Welcome and Apologies		
	Jane welcomed the group and opened the meeting.		JS

	Apologies received from Mick Rimington, Vanessa Gent, Sally Dore, Lisa Green, Kate Revell and Jean Lewis.		
2	Declarations of interest.		
	No declarations of interest were given		
3	Minutes from 1/7/11 for accuracy only		
	Signed off as accurate		
4	Matters arising from minutes 1/7/11		
	Members reminded to car share where possible and to only use taxis by agreement.		JS
5	Budget Finance		
	Group reminded that the biggest expenditure to date is travel.		SI
6	Presentation from Samantha Walters, Chief Operating Officer, Nottingham North and East Clinical Commissioning Group		
	<p>Powerpoint presentation given.</p> <p>Helen to request handout from Samantha Walters to give to members of the Executive Board.</p> <p>SI – SW: With regards to challenges being faced, what sort of plans are in place?</p> <p>SW – SI: Quality, Innovation, Prevention and Productivity (QIPP). Re-designing of services e.g. seeing patients closer to home, community services and having 3 hub areas so patients don’ have to travel so far.</p> <p>SI – SW: Will this affect the viability of hospitals in the long term?</p> <p>SW – SI: We are working with the hospitals to do this, “productive notts”, don’t want to de-stabilise local Trusts.</p>	Email sent 08.08.11	<p>SW</p> <p>HC</p>

<p>AS – SW: Do you know anything about cut back in funding for training of GP’s? SW – AS: Not her area.</p> <p>TT – SW: Concerns over faceless ownership. SW – TT: Will be more Clinician to Clinician, so less faceless.</p> <p>JS – SW: Where is HealthWatch going to fit? SW – JS: Not sure yet, haven’t made the link, but HealthWatch will be more than welcome to join their Board.</p> <p>JK – SW: Are we paying GP’s more money to be on Board, contribute to commissioning initiatives and QIPP plan? SW – JK: They get paid for their back fill but don’t get paid extra.</p> <p>JK – SW: Are we giving them too much workload? SW – JK: There is a support development package being put together. They will have a team behind them so they will make the Clinical decisions and feedback to their team who will do the paperwork.</p> <p>JH – SW: What sort of topics do you expect PPG’s to cover? SW – JH: We want PPG’s to look outwards at issues, not focus solely on the practice and administration.</p> <p>JB – SW: Have you held public meetings yet? SW – JB: No. JB – SW: Attended one in Notts West and it wasn’t understood by the members who attended due to jargon used and changing terminology. Suggests writing a lay person document to maximize understanding – the LINK Comms group could assist with this. Could use “making the most of patient participation”, a project Julie completed last year, which includes useful information, observation and recommendations re: recruiting PPG’s and making the most of current PPG’s. Zoe Butler will</p>		
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	<p>have a copy.</p> <p>KM – SW: Any plans to work with Trust PPG’s? SW – KM: Desperate to, this is part of the wider focus.</p> <p>JS – SW: Who will make trial decisions on treatment packages? SW – JS: This will be shared.</p> <p>JK – SW: Where is the high risk last resort? SW – JK: Agreed within Notts, 6 CCG’s will have a risk pool, in collaboration with Derbyshire Insurance Policy to cover them for risk.</p> <p>JK – SW: How are you going to work on clinical care for care homes and choice? SW – JK: Not her area, still learning. Commissioning for care homes sitting with hub, working closely with City. In Notts North and East the Clinical Commissioning Group got remit for Notts County, review and monitoring of care homes. Joint monitoring would be good.</p> <p>ED – SW: Do you link in with anyone from Bassetlaw yet? SW – ED: Not yet.</p>		
7	Task and Finish Group – Written Update.		
	<p>Written feedback from Emma Pryor distributed to the members of the Executive Board.</p> <p>Issues panel have agreed that the report for the ‘Improving Communications Task and Finish Group’ can be written in October.</p> <p>Verbal feedback from Julie Bryant, Vice Chair of the ‘Emergency Assessment Wards’ Task and Finish Group: Group progressing well. Tours were very positive and lots of useful information was gained.</p>		<p>EP/HC</p> <p>SI</p> <p>JB</p>

	Going to meet soon to start writing the report.		
COMFORT BREAK			
8	Terms of Reference		
	<p>Consultation panel terms of reference given to the group for ratification only. Group agree terms of reference ok, HC to remove draft from the document, put the review date as the 5.08.11 and out into Governance.</p> <p>The roles and responsibilities are to be inserted into the relevant section of the Governance. Jane asks all members to check that all members to check whether they have a copy of the Governance and if they don't then let the Host Team know.</p>	<p>05.08.11</p> <p>09.08.11</p> <p>05.08.11</p>	<p>SI</p> <p>HC</p> <p>JS</p>
9	Executive Board and Group Membership Update		
	<p><u>Update from Alan Sutton (Bassetlaw):</u> PCT Bassetlaw now part of a cluster; Sheffield, Rotherham and Barnsley. Concerns over how strong their voice will be as Sheffield and Rotherham dominate in new cluster.</p> <p>Shirley suggests writing as the LINK to support Alan having a place on the Board.</p> <p><u>Reminder from Jane Stubbings:</u> If a Board member misses 3 or more meetings they are removed from the Board, as written in the Governance. Moving into HealthWatch consistency of attendance is going to be important. If a member can't attend for good reason then send a deputy.</p>	<p>09.08.11</p> <p>Details of David Liggins the Chairman of NHS Bassetlaw emailed to Shirley on 5.08.11</p>	<p>AS</p> <p>AS/HC</p> <p>JS</p>
10	Feedback from network HealthWatch meeting in Derby		
	SI and JS were invited to Derby City who are hosting East Midlands level for HealthWatch. It was established that there is no money for national branding, but there is funding for Midlands branding. There was representation from CQC, Derby City Council, CDF and Notts County		JS/SI

	<p>Council at the meeting. Will be invited to Exec Board to present.</p> <p>JS: Advises group that there is a lot of information on HealthWatch on the Web at the moment.</p> <p>SI: Is happy to post questions on the internet for anyone without a computer.</p> <p>Next meeting with David Pearson is on the 18th August – SI, JS, SN and PS to attend.</p>		
11	Community Engagement Worker Feedback		
	Written update given for information only.		CEW's
12	Co-opted members written reports/questions		
	<p>Emma Ducker provided written feedback</p> <p>Katie Moore provided written feedback (NUH News).</p>	HC to distribute to the Members of the Board	HC, 08.08.11
13	Future Executive Board Agendas		
	JS: Group asked what they want to discuss. Board requested to submit appropriate requests to Jane Stubbings.	05.08.11	Group/JS
14	AOB		
	<p>JB – JS/SN: Are we fully up to date with Geographic Reps?</p> <p>SN – JB: We need someone for Newark/Sherwood and Gedling.</p> <p><u>Health and Wellbeing Board update from Jane Stubbings</u></p> <p>Trying to save money in the future by looking at prevention. GP's were asking for support from health community.</p> <p>SI to JS: Were any concrete proposals made?</p> <p>JS – SI: No, it was just about identifying areas for improvement, minutes are available in the office. Also raised that lay people are not involved in JSNA.</p>		JS

	<p>PS: Will take the point about the JSNA to her County Council and Public Health colleagues.</p> <p>SI has contacted Lisa Green re: Newark and Sherwood Geographic Rep, but has received no response. Indy hasn't got back to her as to whether he's found someone.</p> <p>SW: Could pick up Gedling. Zoe Butler potential contact in Newark and Sherwood.</p> <p>SI: NALM are re-electing there group again, is anyone interested in representing the East Midlands? PC puts himself forward, needs to become a NALM member first.</p> <p>Written response from Earl Howe, given to group for information only. JS has re-written to him as he only answered 50% of the questions.</p>	<p>HC to send SW advert for Gedling Geographic Rep.</p>	<p>PS</p> <p>HC 9.08.11</p> <p>SI/PC</p> <p>JS.</p>
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Next Executive Board Meetings –

2nd September 2011, 10.30am – 1.00pm, Friends Meeting House, Rosemary Street, Mansfield, NG19 6AB

7th October 2011, 10.30am – 1.00pm, Top Valley Community Centre, Unit 6, Top Valley Way, NG5 9DD

4th November 2011, 10.30am – 1.00pm, Friends Meeting House, Rosemary Street, Mansfield, NG19 6AB

2nd December 2011, 10.30am – 1.00pm, Top Valley Community Centre, Unit 6, Top Valley Way, NG5 9DD

Christopher Cargill House, 21 – 23 Pelham Road, Nottingham, NG5 1AP.

01159629350

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Minutes taken by Helen Clark.