



Nottinghamshire County Local Involvement Network (LINK)

Executive Board Minutes

2nd December 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) Alan Sutton (AS) Barbara Venes (BV) Tom Turner (TT) Sharon Neal (SN) Host Team Helen Clark (HC) Host Team	Penny Spice (PS) Commissioning Manager Adult Social Care, Health and Public Protection Nottinghamshire County Council Mick Rimington (MR) Community Engagement Co-ordinator, Nottinghamshire and Lincolnshire, EMAS Emma Ducker (ED) Patient and Public Involvement Manager, NHS Bassetlaw Dr Sam Taylor, Patient and Public Involvement Manager in Research, Nottingham University Hospitals NHS Trust

Item No.	Agenda Item	Decisions made / Actions	By whom / when
1	Welcome and Apologies		
	Jane welcomed the group and introduced Dr Sam Taylor to the group.		JS
	Apologies were received from Sally Dore, Katie Moore, Jean Lewis, Julie Bryant and Pat Crowe.		

2	Declarations of interest.		
	No declarations of interest were given		
3	Minutes from 2/9/11 for accuracy only		
	None		
4	Matters arising from minutes 5/8/11		
	<p>Penny Spice: Agenda Item 11, 5/9/2011</p> <p>Penny circulated the list of day centres in Nottinghamshire which will be released and where the services will be provided from in the future. Advise the group that patients will not be charged for transport.</p> <p>Penny to chase Di Clayton regarding the Quality Monitoring in Care Homes presentation.</p>		PS
5	Budget Finance		
	<p>There is a fair amount of money left before we take off the January workshops and the Annual Report.</p> <p>SI to talk to SN before January’s Executive Board meeting to discuss what the “musts” are for the end of the financial year.</p> <p>Once the Carers Federation know what is happening after March, we will talk to the County Council about carrying forward an under spend.</p> <p>JS should have a conference or other event with the budget we’ve got?</p> <p>SI: Member support is needed or an event isn’t productive.</p> <p>The Board agree to have a public event, dependent on the remaining budget.</p>	<p>To be the topic of the Board meeting 6/01/2012</p>	<p>SI</p> <p>JS</p> <p>The Board</p>

6	Presentation from Dr Sam Taylor		
	<p>Dr Taylor gave a presentation on Patient and Public Involvement in Research.</p> <p>The presentation has been requested as a point of reference.</p> <p><u>Questions</u></p> <p>BV – ST: How do you contact patients? ST – BV: Various ways including phone, email, giving posters to new recruits</p> <p>SI – ST: Asks for the deaf community to be included.</p> <p>JS to collect ideas and concerns from Board members and share with Dr Sam Taylor</p>	<p>Requested on the 05.12.11</p> <p>SI to give ST more information about how to engage and who to contact.</p>	<p>HC</p> <p>SI</p> <p>JS</p>
7	National Organ Donation		
	<p>Alan Sutton distributed information about the National Kidney Federation and raised the issue of the lack of organ donation in the UK from people who have died.</p> <p>He Chairs the Organ Donation Committee for his local Trust and appreciates it is a difficult topic but it is one that saves the NHS money.</p> <p>Asks if the LINK could support the National Kidney Federation, www.kidney.org.uk?</p> <p>JS agrees that pertinent information can go on the website to encourage more people to get on the organ donation register</p>	<p>To be put on the website</p>	<p>AS</p> <p>HC 05.12.11</p>

	<p>SI: we could raise the issue at a public event e.g. at a conference, workshop or in the newsletter/Annual Report. Could the National Kidney Federation (NKF) write a piece for the next newsletter?</p> <p>SN: Could the NKF advertise the LINK on their website?</p> <p>The Board agrees that it supports the NKF.</p>	<p>Alan to ask NKF if they will write a piece?</p> <p>Alan to ask</p>	<p>AS</p> <p>AS</p>
COMFORT BREAK			
8	2012 LINK Future		
	<p>An opportunity to look at how we are going to take the LINK work forward.</p> <p>SI: AS raised the issue of bi-monthly Executive Board meetings. SI asks that the Board consider a longer, once monthly meeting to include the Executive Board meeting, followed by Communications Group, Consultation and Issues Panel. The Exec Board would include finance update at the beginning, an update from Co-opts, presentations and AOB. If Board agrees the first meeting would be on Thursday 2nd February at 10am, 21 – 23 Pelham Road, NG5 1AP. There will be one agenda for the whole day.</p> <p>**Board agrees to give it a try**</p> <p>SI and SN will inform the Consultation Panel/Comms Group and the Issues Panel.</p> <p>HC to inform Board members who aren't present</p> <p>ST – Board: What's the transition time between LINKs and HealthWatch? SI: It is still being decided but HW will go live 1st October 2012.</p>		<p>JS</p> <p>SN/SI</p> <p>HC 05.12.11</p>

9	Issues Panel Care Home Visits		
	<p>These will be discussed at the Issues Panel meeting on the 12th December, 11am at Pelham Road.</p> <p>AS sends his apologies</p> <p>PS thanks the Board for the reports that have been produced following the Enter and View visits, these have been passed to Di Clayton.</p> <p>SN: Asks Board to send any comments to the office.</p>		
10	CEW Updates		
	<p>Written feedback included in paperwork for the meeting.</p> <p>JS asks members to support CEW's where possible.</p>		JS
11	Co-opted Members Reports and Questions		
	<p>NUH – written update provided by Katie Moore</p> <p>EMAS – written update provided by Mick Rimington, informed Board that the new Chief Executive was in post as of the 1.12.11.</p> <p>NHS Bassetlaw/BCO – verbal update from Emma Ducker</p> <ul style="list-style-type: none"> • BCO have won the NHS Alliance Acorn Award • Working internally with CCG Leads to look at engagement structures moving forward. Will be in touch with Chris Watson and Alan Sutton about that. • Asks if BCO can come back to present to the Board in the New Year. It was agreed that this would be April 2012, 11am – 12noon. 		

	<p>Nottinghamshire County Council – written update from Penny Spice</p> <p>JK – PS: What is a micro-provider?</p> <p>PS – JK: Any social care provider with less than 5 employees.</p> <p>SI – PS: Has the list of day centres been looked at? In some instances 6 will go into 1 site, is access restricted? And what is the monitoring, when is it going to happen?</p> <p>PS – SI: With the introduction of personal budgets no-one will be forced to attend a day centre. To look into the monitoring and report back.</p> <p>Bassetlaw – verbal update from Alan Sutton</p> <p>Is meeting with Chris Watson on a regular basis. Had a meeting to rekindle the LINK relationship with Hope for the Homeless.</p> <p>AS to SN: What happens with LINK media now that Glen Swanwick has left?</p> <p>SN: It comes into the office.</p>		PS
12	HealthWatch/Health and Wellbeing Board		
	<ul style="list-style-type: none"> • NALM visit – Malcolm Alexander came to give an update to Nottinghamshire County LINK and confirmed what we thought were the facts. • SI: Recent letter out that the money will go to the Local Authority and will not be ring fenced. • JS: Advised the Board that the notes from the Health and Wellbeing Board are in the office/ • JK – JS: How is the Health and Wellbeing Board developing, is 		JS

	<p>there a strategic plan?</p> <ul style="list-style-type: none"> • JS - JK: Has a full speaking voice. They are moving forward and have a strategic plan. • PS – JK: Works with Cathy Quinn whose task is to bring together a Health and Wellbeing Strategy. They are looking to consult on the strategy, which I would like to bring here. 		
13	Question Time Event Feedback		
	<p>The event was a great success. Would have liked to see a few more Board members there.</p> <p>JS asks members to get more involved and to make LiNK a priority.</p> <p>SI: Took copious notes, which will be distributed once we have permission from panellists.</p> <p>The event raised awareness.</p> <p>SI and JS: Thanked HC and the Board members who attended.</p>		JS
14	AOB		
	<p>BV: A proposal has been submitted for a new medical centre is being built in Bridgford. Amended 09.1.12 HC</p> <p>JS: Read a letter from Jayne Bell, LiNKs Operation Manager. The letter was a declaration of interest. Carers Federation will tender for the local HealthWatch contract when it is put out to tender by the Local Authority. Discussions are ongoing but all will be dependent on contract specification. Intend to be completely transparent and avoid any conflict of interest. All staff have been briefed on future intentions and asked to declare interest at meetings. Informed local contact manager about intentions.</p>		

Next Executive Board Meetings

Nottinghamshire County LINK Executive Board Minutes

6th January 2012, 10.30am – 1.00pm, Friends Meeting House, Rosemary Street, Mansfield, NG19 6AB

Thursday 2nd February 2012, 10am – 4pm, Christopher Cargill House, 21 – 23 Pelham Road, NG5 1AP

Christopher Cargill House, 21 – 23 Pelham Road, Nottingham, NG5 1AP. 01159629350

E-mail info@strongerlocalvoice.com

Minutes taken by Helen Clark.