



Nottinghamshire County Local Involvement Network (LINK) Executive Board Minutes

3rd June 2011

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

| Present | In Attendance |
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| Jane Stubbings (JS) - Chair Shirley Inskip (SI) John Kerry (JK) Julie Bryant (JB) Pat Crowe (PC) Alan Sutton (AS) Glen Swanwick (GS) Barbara Venes (BV) Jay Hemmings (JH) | Sharon Neal (SN) Host Team Helen Clark (HC) Host Team Emma Ducker (ED) – PPI Manager NHS Bassetlaw Penny Spice - Commissioning Manager at County Council |

| Item No. | Agenda Item | Decisions made / Actions | By whom / when |
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| 1 | Welcome and Apologies | | |
| | Jane welcomed the group and opened the meeting . Apologies received from Katie Moore, Mick Rimington, Sally Dore, Emma Pryor, Mark Hunter, Vanessa Gent, Tom Turner and Jean Lewis. | | |
| 2 | Declarations of interest. | | |
| | No declarations of interest were given | | |

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| 3 | Minutes from 6/5/11 for accuracy only | | |
| | | Minutes accepted as accurate | JS |
| 4 | Matters arising from minutes 6/5/11 | | |
| | Jane has sent letter to Lyn Williams. Lisa Green, Newark and Sherwood Consortium, put advert in newsletter. | | JS SI |
| 5 | Budget Finance | | |
| | Jean Lewis unable to attend meeting. SI advised that there has not been a lot of change, the major expenditure has been on travel. Reminder to all members that expenses need to be submitted by the end of the month. GS: Can claim back 42p per mile. SN: Advises that a form has to be sent by member to the Inland Revenue to claim back the additional 2p. Form available from Sharon if needed. | | SI SI |
| 6 | New Task and Finish Groups | | |
| | Emma Pryor the lead on both groups. Grp 1: 'Improving communications to GP's' Grp 2: 'Facilities on emergency holding wards at NUH'. JS: Attended first meeting, good attendance, pleased to see John Gray. JS: Reminded members that if there are other issues to be discussed | | |

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| | <p>these should be brought to the Issues panel.</p> <p>JK: Attended second meeting, again, good attendance. Couple of strands decided:</p> <p>Strand 1 – Improving communication between GP’s and hospitals including length of time and the efficiency in which information is received, paying particular reference to the GP Consortia.</p> <p>Strand 2 – Improving GP knowledge of services and how to refer to those services, paying particular reference to Social Services and Voluntary Services.</p> <p>JK: Approached by group in Ashfield for a copy of the Dementia Strand 2 report.</p> <p>GS: Reminded members that Strand 2 Dementia Report has been signed off.</p> <p>JS: Asked that Dementia Strand 2 report goes to GP Consortia and CQC.</p> <p>SN: Confirms that it already has.</p> <p>SI: Suggested we put the information about the Dementia Strand 2 report in the NUH newsletter?</p> | <p>Glen to look into and contact NUH.</p> | <p>GS</p> |
| 7 | Group roles and responsibilities update. | | |
| | <p>SI: Issues panel, Geographic representative, Media lead and Communications lead roles and responsibilities are now complete.</p> <p>Transition Strategy roles and responsibilities still outstanding. Some comments have been received but these need to be put together for the</p> | <p>If members have comments they should be returned to</p> | <p>Group/SI</p> |

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| | <p>next Executive Board meeting.</p> <p>JS: Reiterates that all members are welcome to attend the 'LINK into Local HealthWatch' meeting being held on the 15th June.</p> <p>JS: All roles and responsibilities, apart from Transition strategy, ratified as of today.</p> | <p>Shirley or Host Team within 2 weeks.</p> <p>Roles and responsibilities ratified.</p> <p>To be put into Governance.</p> | <p>JS</p> <p>Host</p> |
| 8 | CEW updates/reports | | |
| | <p>CEW updates included for information only, any concerns to be raised with CEW concerned.</p> <p>PC identified that there are no dates included on CEW updates.</p> | <p>HC to feedback to CEW's.</p> | <p>JS/SI</p> <p>Host</p> |
| 9 | Co-Opted members feedback | | |
| | <p>Emma Ducker: Felicity Cox, the Interim Executive left on Tuesday 31.05.11. Chief Operating Officer is now Phil Metham.</p> <p>From now on there will be a joint update from NHS Bassetlaw and Bassetlaw GP Consortia.</p> <p>Query as to whether Andy Buck is the overall accounting officer.</p> <p>PS: To prepare feedback for the next Executive Board meeting.</p> <p>GS – PS: Is your role the same as Lyn Williams? PS – GS: Role incorporates Lyn Williams role. Area of interest is user involvement, HealthWatch and carers with long term conditions. Also, Joe Pigeon retired, Penny to take on some of his work – promotion and prevention. Most important area, self directed support.</p> | <p>ED to clarify.</p> | <p>ED</p> |

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| <p>JS – PS: Is Nicola Lane in your department? PS – JS: Yes.</p> <p>SI – PS: What’s Nicola Lane’s job title? PS – SI: Not sure, but advises that NL is keen to meet with LINK along with Penny Spice.</p> <p>SN: There is a meeting arranged with David Pearson on the 21st June that Nicola could come to.</p> <p>JS: Pleased to have PS back.</p> <p>JK – PS: Is your role fixed? PS – JK: Not fixed, still in transition phase.</p> <p>GS – PS: Are the meetings that Lyn Williams used to organise ongoing? PS – GS: As LW left before PS could talk to her, she is still familiarising herself with the meetings, is intending to pick up the reins and continue with the engagement work.</p> <p>BV – PS: Does the County Council have a system of monitoring contractors who give care? PS – BV: Yes, a whole team. Di Clayton heads the team, and PS is happy to ask her to come and talk to the Executive Board if required.</p> <p>PC – PS: Is the study group for personal budgets finalised? PS – PC: Reached target. All people coming on board will be offered personal budgets.</p> <p>SI – PS: Is there any information on contingency plans and are they using Southern Cross? Is there any information on Castle Beck home sin Nottinghamshire? Are we still using them?</p> | <p>To get the information and feedback.</p> | <p>PS</p> |
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| 10 | HealthWatch/Transition/Regional Groups | | |
| | <p>Transition Group, LINK into Local HealthWatch. JS: All welcome to attend. At the last meeting we reviewed transition document, via a Powerpoint presentation. At the next meeting we will discuss boundaries/what we would like HealthWatch to be. SI: LINK into Local HealthWatch gives forum to meet Consortia.</p> <p>PC to JS: Are you still going to London? JS to PC: Yes.</p> <p>SI: Would like someone from Public Health to come along. Alot of Stakeholders have been invited.</p> <p>JB: Commented that she understands why people would want group on formal footing, but not time yet, due to uncertainty about future. JK: Agrees.</p> <p>Regional Chairs Meeting:</p> <p>JS and SI attended Regional Group Meeting on 2nd June at Top Valley Community Centre. All apart from Leicester City came along. All expressed desire to meet again and to establish a working relationship. The outcome of the meeting: to formally write to MP's again regarding what are still viewed as the failings of HealthWatch. Consideration given to Stat 20 letter.</p> | | |

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| | <p>Alot of other LINKs had authority from their Local Authority to go forward for Pathfinder status. Nottingham County Council not put forward, let down by Local Authority.</p> <p>Penny Spice: Happy to support the LINK in future. Do you want a meeting set up with Caroline Baria? Could potentially be on the 21st June.</p> <p>Health and Wellbeing Board:</p> <p>JK to JS: Can Board get an update/briefing on what the Health and Wellbeing Board? What is does? Has any form of strategy been discussed?</p> <p>JS to JH: No strategy yet, as preliminary/introductory meetings.</p> <p>SI: Can we ask if they have a remit? Terms of reference?</p> <p>PC to JS: If JS is not able to attend the Health and Wellbeing Board is she allowed to send a deputy?</p> | <p>Host to check the County Council website (public meeting).</p> <p>JS to check with the Health and Wellbeing Board.</p> | <p>HC</p> <p>JS</p> |
| 11 | Membership of Executive Board and Panels | | |
| | <p>JS: A couple of members continually remain absent from Board meetings, despite being written to. Question to Board: Should we ask them to stand down or retain them in name only?</p> <p>Agreement that the Governance should be followed.</p> | | |
| 12 | Office Move | | |

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| | <p>SN: We are moving on the 10th June. We will be packing Wednesday and Thursday so there will be limited access to the Host Team.</p> <p>At the moment the new building is not DDA compliant, waiting for lifts and ramps to be installed.</p> <p>Reminds members that we are on the third floor and it will not be a drop in office. Asks members to let the office know if they are going to be dropping by so that a meeting room can be booked. We will be able to pick up emails again as of Monday 13th June.</p> <p>A note will go out to all Stakeholders with the Annual Report.</p> <p>GS: Poster for moving is to be sent to Laura Thomas.</p> | | <p>Host Team GS</p> |
| 13 | AOB | | |
| | <p>Emma Ducker is hoping to have Quality Accounts in the next few weeks, to send out.</p> <p>Geographic Representatives: PC: Had a positive meeting with Julia Karoly, approached GS about using Mansfield Radio. PC to JS: What's happening with Mansfield Radio?</p> <p>JS: Kingsmill Hospital have agreed to put updates out, will automatically go out in Newark.</p> <p>SI: Radio contacts could advertise Geog Reps.</p> <p>JB: Has been invited to give a LINK presentation at Broxtowe Borough Councils Health Task Group. Has talked to contact in engagement community re: upcoming events. Started work looking into how many people would feasibly attend.</p> | | <p>ED</p> |

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| <p>JB: Thought to pilot focus group in North of area (Kimberley, Eastwood, Nuthall). To meet principal officer in Volunteer Action, Broxtowe. Considering 'respect and dignity in care as a potential topic', no fixed dates as yet.</p> <p>JH: Met with Indy. Looking for a venue in Bridgford re: introductory presentation, with a possibility of continuing. Looking into a Post Natal Depression event in Bingham</p> <p>AS: Trying to raise profile of LINKs. His personal friend Ranulph Fiennes is going on a walk next year and is raising sponsorship. LINK could potentially use his name and publicity material to raise profile.</p> <p>JS: Board to give some thought to it. AS: To send brochures via email to JS, so she can decide if she wants to circulate it. To go on agenda for Comms meeting.</p> <p>SN: At last years conference we used exploration as a theme, this year could use leadership.</p> <p>Julia Karoly has handed in her notice to take up new position as an Architect on the 21st of June. We are looking for staff. SN, HC and LT to cover areas.</p> <p>JS: Reminds Board members that if they attend external meetings then a feedback form must be filled in.</p> <p>SI: Looked at clippings in Media file and as most weren't dated she has thrown them away and is going to start again. Reminds members to date all clippings submitted.</p> <p>JS: Will the Board give Richard Smith permission to attend a meeting in</p> | <p>SI to add to Comms agenda.</p> <p>Host to send Richard Smith an</p> | <p>SI</p> <p>SI</p> |
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| | <p>Manchester with the CQC on the 28th June?</p> <p>Board agree that Richard Smith should attend and report back to Board at July's Board meeting.</p> <p>JS: A LINK member is being sought to join the Joint Equality, Diversity and Human Rights Committee for NHS Nottinghamshire County. Is anyone interested?</p> <p>BV: Is happy to join the Committee. GS: Has already agreed to join the Committee and feedback.</p> <p>GS: Had a conversation with the BBC regarding Car Parking in Hospitals. Received invitation to look around car parks at Kingsmill as to what doesn't work. GS and JK are both going to go.</p> <p>JB: Queries whether feedback needs to be provided for outdoor events aswell?</p> <p>JS/SI: Yes, folders to be created by Host team.</p> <p>AS: Requested emailed copy of meetings. SN: Advises these should be on website. Is this still happening?</p> <p>JK: Requests permission for Comms group to send a letter to the Deputy Prime Minister. SI: This is already underway.</p> | <p>email advising him the LINK support his attendance at the meeting in Manchester and would like to invite him to feedback at July's Exec Board meeting.</p> <p>HC to put all meetings on website.</p> | <p>HC 3.06.11</p> <p>GS/JK</p> <p>HC</p> <p>HC, ongoing</p> |
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Next Executive Board Meetings –

1st July 2011, 10.30am – 1.00pm, Friends Meeting House, Rosemary Street, Mansfield, NG19 6AB

5th August 2011, 10.30am – 1.00pm, Highfields, Fire Station, Beeston, Nottingham ,NG9 2GQ

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

Minutes taken by Helen Clark

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