

# Nottinghamshire County Local Involvement Network (LINK) Executive Board Minutes

4<sup>th</sup> November 2011

10:30am – 1:00pm at Friends Meeting House, Rosemary Street, Mansfield, NG19 6AB

<b>Present</b>	<b>In Attendance</b>
Jane Stubbings (JS) - Chair Shirley Inskip (SI) – Vice Chair John Kerry (JK) Pat Crowe (PC) Alan Sutton (AS) Barbara Venes (BV) Tom Turner (TT) Jean Lewis (JL) Julie Bryant (JB)  Sharon Neal (SN) Host Team Helen Clark (HC) Host Team Chris Watson (CW) Host Team	Katie Moore (KM) Head of Patient and Public Involvement, NUH Trust  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  Sally Dore (SD) Director of Customer Experience and Engagement, Sherwood Forest Hospitals NHS Foundation Trust

<b>Item No.</b>	<b>Agenda Item</b>	<b>Decisions made / Actions</b>	<b>By whom / when</b>
<b>1</b>	<b>Welcome and Apologies</b>		
	Jane welcomed the group and introduced Chris Watson, the new CEW for Bassetlaw and Broxtowe.  Apologies were received from Mark Hunter, Emma Ducker, Zoe Butler and Jay Hemmings.		JS

<b>2</b>	<b>Declarations of interest.</b>		
	No declarations of interest were given		
<b>3</b>	<b>Minutes from 2/9/11 for accuracy only</b>		
	None		
<b>4</b>	<b>Matters arising from minutes 5/8/11</b>		
	<p><b>Agenda item 5</b>                      SI – SN: Have we heard anymore from the Council about finance?                      SN: Not as yet, have asked the Council if we can hear before Christmas.                      PS: Reiterated that the Council are very much aware that the LINK need to know.</p> <p><b>Agenda Item 11</b>                      To PS; are day centre facilities being re-allocated?                      PS: Will find out.</p> <p><b>Agenda item 13</b>                      JK: Would like confirmation that a letter was sent to Glen Swanwick.                      JS: Confirmed that a letter has been sent.</p>		PS
<b>5</b>	<b>Budget Finance</b>		
	<p>SI: The LiNk has a fair amount of money left but we have events coming up; public Question Time, public meeting to respond to the 'Duty of Candour' and workshops in January.</p> <p>JL: What will happen to LiNk assets?                      SN: We don't know what will happen.                      SI: There isn't a limited inventory – gazebos are one item.</p> <p>JL: What happens to unpaid bills?                      SI: None outstanding. Expenses would be submitted in advance.</p>		SI



	<ul style="list-style-type: none"> <li>• JL: What happens to residents in suspended care homes?</li> <li>• SI: CQC will have a system in place.</li> <li>• PS: We will have a similar system in place – more residents or suspend admissions.</li> <li>• TT: Would it be of benefit for the LINK to say we were going to send the report to the CQC, the care home and social services?</li> <li>• JS: That would probably happen through councils.</li> <li>• SI: It is important we try the four, make sure we have the questionnaire right. There is no problem sharing the information with the Local Authority.</li> <li>• PS: The information would be welcomed.</li> <li>• BV: The business of care homes is very competitive; would it be worth meeting with them?</li> <li>• SI: No.</li> <li>• JL: Is there a strategy in place for if they come across something horrendous?</li> <li>• SN: Yes, any safeguarding issue would be reported according to procedure.</li> <li>• JK: Do we have a draft specification on what we are going to inspect on?</li> <li>• SI/JS: Yes, this is being written by JB and was discussed at the issues panel. Briefing notes are to be written.</li> </ul>		
<b>7</b>	<b>Discuss workshops for new year/future agendas</b>		
	<p>JS: There will be four workshops in the new year.</p> <p>SN: At the last meeting members were asked to come along to the Comms meeting to discuss.</p> <p>SI: Support is needed.</p> <p>JB: Thought the idea was to combining NNE and Rushcliffe, would like to know what Jay thinks.</p>		

	<p>Workshops:</p> <p>17<sup>th</sup> January – South Forest Conference Centre          18<sup>th</sup> January – Richard Herrod Leisure Centre          25<sup>th</sup> January – The Temple, Nuthall          26<sup>th</sup> January – The Well, Retford</p> <p>JS: The comms group, issues panel and consultation panel all need support. If any members would like to join please let Helen know and she will distribute the dates. Invitation extended to Co-opts.</p> <p>AGENDA: the Executive Board is an overarching group making decisions for the LINK; JS would like contributions to the agenda.</p> <p>JB: has asked if the equality and diversity system could be put on the agenda in January.</p> <p>SD: Is there an example from other LINKs?          SN: One of the main problems is that all other Executive Boards do everything, discuss issues, workshops, workplan etc, whereas Nottinghamshire has sub-groups.          SD: Shouldn't the Board have regular standing items?          PC: Other meetings wait for the Executive Board and then raise any items for the agenda of the next meeting.          JL: Agenda spot on. Would like to see addition of political items.          PC: We get information to read through, giving members the opportunity to raise questions.          AS: Requested schedule of meetings where possible.</p>	<p>Helen to distribute meeting dates on request.</p> <p>Helen to see if this is feasible.</p>	
<b>COMFORT BREAK</b>			
<b>8</b>	<b>CEW's</b>		

	<p>JS: CEW’s value your support. If you have a free couple of hours please help them.                  JL: Queried what ‘Community in Unity’ events are. Don’t know where to go for further information.                  SI: Advised Jean to ask the CEW.                  JS: Unsure what ‘Community in Unity’ is – asks for an update.                  MR: Follow on from last years events.                  JS: Are they well attended?                  MR: We have only had 2 so far, and the first was well attended, haven’t received update from the second yet.                  SD: They were held last year for seldom heard groups. This year there will be 2 hour events in localities, to actively recruit more people. The events are open to members but are specifically targeting people who don’t usually come. EMAS lead on it and create a brochure.</p>		Jane
<b>9</b>	<b>Co-opted members updates and questions</b>		
	<p><b><u>Sally Dore, Sherwood Forest Hospitals NHS Foundation Trust</u></b></p> <ul style="list-style-type: none"> <li>• Submitted written report.</li> <li>• JK: What’s happening with smoking?                      SD: The new Chief Executive Martin Wakeley has walked around the site and identified locations for smoking shelters.</li> </ul> <p>PC: If we have a question for a particular Co-opt which is not related to report, what do we do?                  JS: Submit the question in advance.</p> <ul style="list-style-type: none"> <li>• PC: Will volunteers get their parking charges reimbursed?                      SD: Someone will discuss parking charges with each group of volunteers.</li> <li>• JK: Health future for Newark Hospital – how is it going to fit into bigger picture and is the transport going to be improved?                      SD: Improving outpatients department, we want Newark Hospital to grow as an organisation. The new Chief Executive has chosen to</li> </ul>		

put a bus on; this will be done and then evaluated. A commitment has been given to the Newark Advertiser.

- Group agreed it would be of benefit to have Martin Wakeley to come and present to the Board. SD to arrange for March.

**Mick Rimington, EMAS**

- Written update provided.
- JS and SI have their next quarterly meeting with EMAS on the 16<sup>th</sup> December 2011, if any members would like to submit a question let JS or SI know.
- JL – MR: What extra resources are in place for winter?  
MR: EMAS have learnt from last year and vehicles are now equipped with winter tyres.
- PC: The Quality Priorities 12/13 has no closing date on it.  
MR: Asks for responses by the end of December. EMAS will be running Learning Disability workshops this year which the LINK may be invited to, will confirm.

**Katie Moore, Nottingham University Hospitals NHS Trust**

- Written update received.
- JK: What has the media said about confidentiality?
- KM: A freedom of information request was made which identified breeches in confidentiality. NUH has performed badly and it is being taken seriously.
- The group agree to keep an eye on it.
- JL: Still on the subject of confidentiality, in the ward there is a large display board with names, this is a breach of confidentiality.  
KM: The board is in a public place, will take this back.  
SD: Apart from the patients name does it have any other information on it?

	<p>KM: Fairly sure they've been through privacy and dignity scrutiny.</p> <ul style="list-style-type: none"> <li>• JB: New Maggie's Centre - JB has contacted Amanda McManus about improving information for cancer patients; suggested we put article on the LINK website and in the newsletter.</li> </ul> <p>KM: That would be great.</p> <p>JS: Reminds group that there is a pod for cancer information at Kingsmill.</p> <ul style="list-style-type: none"> <li>• JK: Can you bring the group information about the transport network?</li> </ul> <p>KM: Tom Turner sits on the transport group</p> <p>TT: Could report back.</p> <p>BV: Does the medi-link cater for people not going to hospital?</p> <p>KM: Yes it does.</p> <p><b><u>Penny Spice, Nottinghamshire County Council</u></b></p> <ul style="list-style-type: none"> <li>• Has sent a link about social care.</li> <li>• HC confirms that the Di Clayton has not distributed the paperwork from the quality monitoring in care homes presentation.</li> <li>• Carers roadshow 2011 poster distributed.</li> <li>• There has been a big announcement about future budget cuts.</li> <li>• JS – PS: Please let the LINK know if there is a consultation.</li> </ul> <p><b><u>Alan Sutton, Bassetlaw</u></b></p> <ul style="list-style-type: none"> <li>• Handout from NHS Bassetlaw/BCO supplied by Emma Ducker.</li> <li>• AS: Suggests we have Executive Board meetings bi-monthly?</li> <li>• JS: To give consideration to that.</li> <li>• PC: An ideal item for December's agenda.</li> <li>• AS: In relation to Bassetlaw hospital, the A and E expansion started last week.</li> </ul>	<p>To chase.</p> <p>To find out information.</p>	<p>PS</p> <p>PS</p>
<p><b>10</b></p>	<p><b>Question Time Event</b></p>		

	<ul style="list-style-type: none"> <li>• 23<sup>rd</sup> November 2011, 6.30pm – 9 at the Richard Herrod Centre.</li> <li>• Members and Co-opts encouraged to attend.</li> <li>• Jean Lewis’ brainchild.</li> <li>• Opportunity to ask questions about health and social care.</li> <li>• Chaired by John Holmes.</li> <li>• 30 people signed up at the moment.</li> </ul> <p>Reminder to Board: On the 30<sup>th</sup> November the LINK is holding a public meeting to respond to the ‘Duty of Candour’ consultation, 1 – 3pm at Pelham Road.</p> <p>On the 29<sup>th</sup> November, Malcolm Alexander, Chairman of NALM (National Association of LINK Members) is presenting to the LINK, 12 – 5 at Pelham Road. Please submit questions in advance.</p>		
<b>11</b>	<b>Derby HealthWatch event</b>		
	<p>The first of the HealthWatch learning sets was attended by JS and SI at the YMCA Derby:</p> <ul style="list-style-type: none"> <li>• Sharing of information with regions LINKs about preparation for HW.</li> <li>• Each LINK has a different relationship with their LA.</li> <li>• Nottinghamshire County LINK has one of the best relationships with their LA. The LINK is currently working with Kate Revell. She is writing the tender and has offered to show JS and SI the draft copy for approval.</li> <li>• JK: When does the County Council intend to publish the contract? SI: No exact date – in the new year. JK: Did you find anymore LINKs in the East Midlands looking at the corporate route? SI: No-one has really looked at it. JS: Other LINKs haven’t had the same support from their host</li> </ul>		

	<p>team.                  JS: Leicester County and Rutland have had to merge.</p> <ul style="list-style-type: none"> <li>• PS: Is Nottingham City LINK still going?                      BV: They are happy to be on their own and be a corporate body.</li> <li>• Most LINKs won't meet the criteria to get to the tender stage/</li> <li>• JK: Commitment from LINK to be involved – please lean on the County Council.</li>   <li>• JS to attend:                         <ul style="list-style-type: none"> <li>8<sup>th</sup> November – Advisory</li> <li>9<sup>th</sup> November – Health and Wellbeing Board</li> <li>10<sup>th</sup> November – Meeting with the LA about making an effective HW Board.</li> </ul> </li> <li>• JK: Is there anything current on HWB?                      JS: There has been no more since the last feedback.</li> <li>• PS: Did feedback the JSNA comments from the last meeting.</li> <li>• BV: Will we get a copy of the JSNA when it comes out?</li> <li>• PS: Yes, but it is a large document.</li> <li>• SI: There will be one copy in the office.</li> </ul>		
<b>12</b>	<b>Any other business</b>		
	<ul style="list-style-type: none"> <li>• SD: confirms that Martin Wakeley is to attend in March.</li> </ul>		

**Next Executive Board Meetings –**

2<sup>nd</sup> December 2011, 10.30am – 1.00pm, Highfields Fire Station, Hassocks Lane, Beeston, NG9 2GQ

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

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

E-mail [info@strongerlocalvoice.com](mailto:info@strongerlocalvoice.com)

Nottinghamshire County LINK Executive Board Minutes

Minutes taken by Helen Clark.