

Nottinghamshire County Local Involvement Network (LINK)

Executive Board Minutes

2nd September

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

Present	In Attendance
<p>Jane Stubbings (JS) - Chair Shirley Inskip (SI) – Vice Chair John Kerry (JK) Pat Crowe (PC) Alan Sutton (AS) Barbara Venes (BV) Jay Hemmings (JH) Tom Turner (TT) Jean Lewis (JL) Mark Hunter (MH)</p>	<p>Sharon Neal (SN) Host Team Helen Clark (HC) Host Team</p> <p>Katie Moore (KM) Head of Patient and Public Involvement, NUH Trust</p> <p>Emma Ducker (ED) Patient and Public Involvement Manager, NHS Bassetlaw</p> <p>Penny Spice (PS) Commissioning Manager Adult Social Care, Health and Public Protection Nottinghamshire County Council</p> <p>Sally Dore (SD) Assistant Director of Strategic Engagement, Sherwood Forest Hospitals</p> <p>Mick Rimington (MR) Community Engagement Co-ordinator, Nottinghamshire and Lincolnshire, EMAS.</p>

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 Paul Sanguinazzi, Julie Bryant, Jay Hemmings, Emma Pryor and Doctor Samantha Taylor.		JS
2	Declarations of interest.		
	No declarations of interest were given		
3	Minutes from 5/8/11 for accuracy only		
	Jean Lewis asked for her name to be added to the apologies.	Completed 05.08.11	HC
4	Matters arising from minutes 5/8/11		
	None		JS
5	Budget Finance		
	Not yet had the statement, as Phil M is on annual leave. The publication of the newsletter will be the next major expense, to be distributed in September.		SI
6	Presentation from Dr Samantha Taylor, Research and Development at NUH.		
	Apologies given, to present on the 2 nd December 2011.		
7	Task and Finish Group – Written Update.		
	Written feedback not received in time for the Executive Board. Verbal update given by HC, reports being written for both groups at present.		HC
8	Feedback from LINKs/NUH productive ward meeting		

	<p>JS attended meeting at the City Hospital, regarding productive wards. A productive ward is focused on 'releasing time to care', with patients having more contact with the nurses looking after them. These are being implemented across the country and both NUH and Sherwood Forest Hospitals NHS Foundation Trust have them.</p> <p>Sally Dore: the 'releasing time to care' concept seems to be working, each ward is organised in the same way, making it easier for nurses to find what they are looking for, saving time. Where appropriate patients are included in the dialogue regarding their care.</p> <p>Katie Moore: Feedback from wards suggests nurses prefer it and time is being released.</p> <p>LINKs were asked if they consider carrying out Enter and View visits to see if 'release time to care' is working. Other LINKs have also been asked to take part. Decision as to whether LINKs do it to be with the issues panel.</p>	<p>To be referred to the issues panel.</p>	<p>JS SD KM JS</p>
9	CEW feedback		
	<p>Jane Stubbings asked members, where possible, to refer to the CEW update and help them out where possible.</p>		<p>JS</p>
10	Co-opted members written reports/questions		
	<p><u>Sally Dore – Sherwood Forest Hospitals NHS Foundation Trust</u></p> <p>Nominated for two building/architecture awards. One didn't win but came high. The other will be judged in November. Shortlisted for nursing times award in 3 categories, NUH have also been shortlisted. Annual Members meeting will be held on 27.09.11 at the Civic Centre at</p>		<p>SD</p>

<p>6pm. New Chief Executive, Martin Wakeley starts in October. PC – SD: Is Martin Wakeley coming on the 27.09.11? SD to check if Martin Wakeley is coming to the Annual Members meeting on the 27.09.11.</p> <p>JK – SD: Are people being encouraged to use public transport? SD – JK: Trying all the time, but there is limited public transport for those out of town. JK: Suggested LINK should look into this in partnership with SFH.</p> <p><u>Mick Rimington</u></p> <p>Invited group to EMAS Open Day at Beechdale , 10 – 2pm, lots of vehicles coming and a competition. AGM on the 26.09.11 at the Belfry Hotel, anyone wishing to attend will need to fill in a form. Chief Executive interviews will take place next month.</p> <p>JL – MR: Do you have a lay member on the Board? MR – JL: No, due to previous lay members abusing their positions. But it is a public meeting, anyone can attend and Jane and Shirley attend without speaking rights. PS – MR: Are you doing a joint event with Principia? Do you want input from social care? MR – PS: Yes it is a joint event and he will ask the question re: social care.</p> <p><u>Katie Moore</u></p> <p>JK – KM: Is there anymore information on expanding medi-link? KM – JK: Yes, exploring extending times of medi-link.</p>		<p>MR</p> <p>KM</p>
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<p>AGM to be held on 28.09.11. Quality Priorities meetings to be held on 21st September: - 10am – 12pm, Room B1222 Clinical Sciences Building, City Hospital - 6pm – 8pm Restaurant, D Floor, West Block Queens Medical Centre Reminds members to register before coming along. HC to put on website.</p>	<p>Done 2.09.11</p>	<p>HC</p>
<p><u>Emma Ducker</u></p> <p>AGM 28.09.11, Worksop Town Hall, LINK already coming with stand. PPI Lead Dr Perkins coming along to present at the next meeting, what time? Last Bassetlaw NHS meeting 7.09.11, will then be cluster board meetings. Jane reminds all members to only ask Dr Perkins questions relating to the presentation.</p>	<p>Jane advised 11am.</p>	<p>JS</p>
<p><u>Penny Spice</u></p> <p>Holding an Ageing Well Seminar 6.10.11. To give flyer to HC to distribute. County Council overseeing new Grant Aid strategy, urges members to have a look at the consultation and respond. HC to send to Board members/Consultation Panel. JK – PS: Regarding the day service re-tendering, as the County Council provides some of those services, where is the safety net? PS – JK: Wonders if it would be useful if someone from Market Management team to come along and present on all safe-guarding aspects as there are so many. JS: There is no presentation slot until after Christmas. SI: Perhaps we could have an extra meeting at Pelham Road for just this presentation. PS: To liaise with Helen Clark.</p>	<p>Done 5.09.11 Done on 2.09.11</p>	<p>PS/HC HC PS/HC</p>

	<p><u>Alan Sutton</u></p> <p>As Emma said, the last Board Meeting will be on 7.09.11. SI – AS: Have you been asked to sit on the Cluster Board? AS – SI: Not yet. JS: To write and suggest that AS would make a good member.</p>		<p>JS</p>
11	Any other business		
	<ul style="list-style-type: none"> • General discussion occurred regarding smoking on hospital sites. Sharon Neal advised group that this is not the forum for this kind of discussion and asked for any issues to be taking to the issues panel. • JS reminds members we still need Geographic Representation for Newark and Sherwood. • SN: Laura Thomas will be leaving to go to NUH. Her role as Senior CEW has been downgraded to CEW and areas will be split equally between the 3 posts. Advert went out on Tuesday, will run for 3 weeks and will then be able to give the Board a further update. 		

Next Executive Board Meetings –

7th October 2011, 10.30am – 1.00pm, Highfields Fire Station, Hassocks Lane, Beeston, NG9 2GQ

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

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

Christopher Cargill House, 21 – 23 Pelham Road, Nottingham, NG5 1AP.
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Minutes taken by Helen Clark.