

Reading LINK Interim Board Meeting 20th April 2009

Held at South Reading Arts Centre, 21 South Street

Present:

Clare Palmer (CP)	Individual
David Shepherd (DS)	Individual
Janet Wignall (JW)	Macmillan Cancer Support (Chair)
John Rogers (JR)	Faith Forum
John Shaw (JS)	Princess Royal Carers Trust
Malcolm Stone (MS)	Reading Federation of Tenants and Residents Association
Mary Jacobs (MJ)	Reading Children's & Voluntary Youth Services
Nina Sethi (NS)	Sakoma
Tony Hall (TH)	Individual

Rachel Spencer (RS)	Reading Voluntary Action
Sheena Masoero (SM)	LINK Coordinator
Elaine Holloway (EH)	LINK Development Worker
Jagdeep Hunjan (JH)	LINK Administrator (secretary)

Sarah Gee (SG) Guest speaker RBC Head of Performance & Strategy

Apologies: Emel Soyulu, Jan Rothwell

JW opened the meeting and welcomed all present.

1. Minutes of the last Board meeting 23rd March 2009

1.1 **Matters Arising:** An update on structure charts from RBC required as the Board observed that most of the information circulated was out of date. This will be requested from the RBC.
JR asked for feedback on the concern about parking restrictions around places of worship. RS would be looking into contacting the RBC.

1.2 **Actions:** Accepted as completed. None outstanding.

The minutes were agreed. A copy of the approved minutes will be passed to DS for sign off.

2. Update on the LINK

2.1 **PCT Primary Care Strategy:** PP presentation which was covered at the PCT Health Network Meeting in March had been previously circulated to Board, Public feedback on that ended on 17th April. SM advised that the PCT have indicated that further public involvement was anticipated, the details of which had not yet been decided and PCT would inform the LINK when more information known. Decision requested on actions the LINK board would like to take. The Board agreed the next round of public consultation on this should be included in the e-bulletin.

The Board agreed that the LINK should be much more involved generally in the public consultation processes with the PCT. SM would arrange to request access to the PCT planning timetable, and invite PCT to attend the June Board meeting in order to explore ways for more effective involvement in the PCT's strategy planning. Primary care strategy to be reviewed before that meeting, so that a response was prepared.

2.2 **Summary of Host Engagement Activities:** Copies of a summary report were previously circulated for the Board to outline Host/Board LINK promotion activities to various groups: Information available at Direct Payments Workshop, SENCO Conference and RVA Training – Employment Law. One-to-one meeting at Katesgrove Children's Centre. No questions/comments from the Board.

2.3 Broad Street Mall GP Health Centre Update: SM reported that this development is going ahead with the opening in the summer 2009, sited on the first floor in the Broad Street Mall. It will provide 8am-8pm access, 365 days per year. SM to share more information once known.

3. Workplan (New & Existing):

3.1 Update on Footcare Task & Finish Group: EH reported that she had written to the PCT and response received. JW & EH have arranged a meeting with referrer on Thursday 23rd April to review the information provided on the 'provision of toe-nail cutting'.

3.2 Update on Diabetes Task & Finish Group: DS reported that response from PCT had been reviewed with the T&F group and referrer and some aspects were unsatisfactory. Further contact with PCT is required and it was proposed that T&F would invite clinical lead to meet them to explore some of the information provided around insulin pumps and education sessions. May need to review the information provided to people around how long not able to drive after retinal screening and clinic opening times to accommodate this for working people.

3.3 Update on RAHAB Task & Finish Group: EH reported that she had contacted referrer in order to meet regarding the project work, and received an email response asking to withdraw the issue due to the service user being unable to take part. After much deliberation, the Board agreed to place a hold on this issue for six months, and monitor the situation/research further to establish if there is an issue. It was suggested that the services to be provided in the Broad St Mall Walk-in GP service may help with this service provision.

3.4 Review existing issues listing: Copies had been previously circulated to the Board, information not very clear, need for revised format/reporting on these issues:

Berkshire Autistic Society –The referrer has carried out a survey to understand current issues that service users have in respect of hospital admissions. EH will set up a further research meeting with referrer

Crisis Pregnancy Counselling/Reading Lifeline – Further research is required – to identify number/type of agencies that deal with pregnancy counselling and related information, which will provide a measure of what is provided locally. Also need to find out clearly why the organisation have withdrawn their support of the issue.

All other issues – meetings to be booked for further research and to be reported back at next meeting.

3.5 Discuss/Agree principle of approach by the Board – If an issue is withdrawn by a referrer:

Following deliberation, the Board concluded that each issue would need to be decided upon individually on a case by case basis.

4. Governance

4.1 Election Options: Copies of Reading LINK Board Election Options were circulated to the Board, and it was agreed that MS, TH and JW would meet as a sub committee and report their conclusion at the next Board meeting.

5. Annual Report Subgroup: Sub Group had met, content of report is work in progress and this will be reviewed again on 30th April at a further meeting of the Sub group.

6. Communication

6.1 E-mail protocol: The Board/Host staff agreed that future circulars issued by LINK would be numbered. The Board would try to avoid cc of whole board in their responses to e-mail requests unless this was specifically required.

6.2 LINK website Update: SM reported that the layout and homepage have been created and the content are being worked out.

6.3 LINK promotion/Guardian Article: JW reported that the article in the Guardian (1st April 'Running out of patience') has been positively helpful in promoting the work undertaken by LINKs.

7. Finance: Researcher Proposal:

RS researcher proposal previously circulated. RS gave verbal report, that she had looked on various websites to see how organisations such as Age Concern set up a research around their issues. Following deliberations, it was agreed that RS would approach the University of Reading for information on commissioning research projects for post graduate students to look into given issues, as an option to buy-in research requirement.

8. Board Training: Training proposals for consideration (LINKs

Academy): Copies of correspondence from Concilio Associates had been previously circulated, but due to time constraints, this item to be carried forward to be discussed at the next meeting.

9. AOB:

Healthier Reading Partnership will be inviting a Board member to sit on their Board. NS advised that she currently sits on this board, she could represent the Reading LINK but felt this should be opened up to the Board to consider and if there were any other volunteers.

10. Meeting Reading Borough Council – Sarah Gee – Head of Performance & Strategy

Introductions were made and SG outlined the role of the Commission for Social Care in Reading. A briefing note “Adult Social Care Service Inspection: Independence, Wellbeing & Choice was circulated around the meeting and SG outlined:

- The Inspection scope concentrating on areas of safeguarding vulnerable adults and increasing choice and control for older people.
- The background research has begun on the Care Quality Commission due on 7th – 16th July.
- The inspection Methodology to be undertaken by a team of two service inspectors, working alongside an ‘expert by experience’ as the views and experiences of adults in need of community social services are at the core of the inspection.
- Fieldwork activity will include: case file reading; mystery shopping by expert by experience; fieldworkers; managers; provider organisations; independent advocacy organisations and councillors.

The role of LINKs was outlined:

- Written evidence to enlist as key partners
- Partake in sessions of Pre-fieldwork focus groups
- Publicity for inspection via newsletters etc.
- Publicity for Public Open Forum-meant to provide an opportunity for inspectors to meet people who use services, their carers and those who choose or need to fund their own care and support with whom they otherwise might not meet.
- Participation in focus group- by a LINK representative in one of the focus groups during fieldwork.

Reading LINK has been asked to run the pre-fieldwork “focus groups”, a board decision is required by 29th April – more information is required from RBC as to content and what would be involved. Once received SM will circulate to the board for a final decision.

The meeting closed at 5:00pm.

Next Meeting of the Interim Board

Monday 11th May 2009 at 2.15pm, Main Conference Hall, RISC. TH to chair.

ACTIONS

1	Request updated on the structure/organisation charts from RBC.	RS/SM
2	Provide JR with contact names at RBC regarding funeral parking	RS

	issues.	
3	Send a copy of approved April Board Meeting minutes to JW for signing.	SM
4	Request access to PCT planning timetable, and invite PCT representative to attend the June Board meeting	SM
5	Organise Election Sub Group Meeting with MS, TH & JW	SM
6	Find out more about University of Reading post graduates researching projects for LINK	RS
7	Obtain detailed information from SG on Inspection focus groups for final decision.	SM

Chair Rota for Planning Groups & future Board Meetings

Event	Date & Venue	Chair
Board Planning Group Meeting for May Meeting	Thursday 7 th May 2009 11.15am, RISC, Room 1	Tony Hall, John Rogers, TBC
May Board Meeting	Monday 11 th May 2009 2.15pm – 4.45pm Main Conference Hall at RISC	Tony Hall
Board Planning Group Meeting for June Meeting	Tuesday 26 th May 2009 10.30am, RVA Office, London Street	John Rogers, Emel, Malcolm
June Board Meeting	Monday 8 th June 2009 2.15pm – 4.15pm Social Enterprise Berkshire, East Street	John Rogers
Board Planning Group Meeting for July Meeting	Monday 22 nd June 2009 10am, RVA Office, London Street	Emel, Mary, Clare
July Board Meeting	Monday 13 th July 2009 2.15pm – 4.15 pm, Main Conference Hall at RISC	Emel Soylu
Board Planning Group Meeting for August	Monday 27 th July 2009 10am, RVA Office, London Street	Mary, Clare, David
August Board Meeting	Monday 10 th August 2009 2.15pm – 4.15 pm, Main Conference Hall at RISC	Mary Jacobs

Sub Group Meetings

LINK Annual Report Sub Group	Thursday 30 th April 2009 11.15am, RISC Room 2	Malcolm, John Rogers, David & Jan
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