

Reading LINK Board Meeting 5th July 2010

Held at RISC, Room 3

Present:

Sheila Booth (SB)
John Fisher (JF)
Paul Harper (PH)
Tony Hall (TH)
John Rogers (JR)
Nina Sethi (NS)
David Shepherd (DS) Chair
Janet Wignall (JW)

Rachel Spencer	RVA Advice Services Manager
Sheena Masoero (SM)	LINK Coordinator
Elaine Holloway (EH)	LINK Development Worker
Jagdeep Hunjan (JH)	LINK Administrator

Guest speakers: John Littlefair (JLF) Reading Borough Council

1. Minutes of the last Board meeting 7th June 2010:

1.1 **Welcome & apologies:** DS welcomed the guest speaker John Littlefair (JLF), and Paul Harper (PH) who has joined the LINK Team. PH has many years experience of community engagement and housing, and will be supporting the work of the task and finish groups with particular focus on further developing the LINKs' relationship with RBC social care commissioners. He will also provide support for the Enter and View sub group.

Apologies: Mary Jacobs, John Shaw, Irene Cameron and Jo Gilbert.

1.2. Minutes from 7th June 2010:

The Minutes were accepted as an accurate record, and were approved for sign off.

1.3 Matters Arising:

Liverpool Care Pathway: This will be an agenda item for the next Board meeting in September.

1.4 Actions:

SM reported that all actions were complete or in progress except:

Action 2. To draft a response to CQC on the issue of spirituality JR/SM to action

Action 4. SM to invite Daisy Benson and 2 policy advisors – Tim Harris and Dave Luckett, to attend future Board meeting.

Action 13. SM to e-mail out 3 dates for a separate meeting with Ed Donald.

2. Host Contract - An update from JLF:

JLF reported that he had contacted Mike Townsend (MK) and Daisy Benson (DB), and they both supported the proposal that the best strategy was to have a short term contract from April 2011 with an option for extension. JLF said that a balanced liaison between DB's support as a commissioner of services, MT as the contract support, and RBC would support the contract. RS said that this was encouraging, and asked if there would be a tender exercise for forward planning. JLF reported that there would be a funding decision in November. The final budget would be drafted and then the length and type of contract would be decided. JLF suggested that between Nov and Jan 2011, the RVA/LINK should review the existing contract to include possible enhancements . SM to arrange a meeting with JL and IC in September.

The Chair thanked JLF for attending and he left the meeting.

3. Berkshire Health care NHS FT – Jo Gilbert:

Jo Gilbert (JG) sent her apologies as the consultation document was not fully ready. JG had reported that they were looking to the Berkshire LINKs to give an initial sweep of the document. The document should be ready for 9th July, and allowing for a 3 week window for comments until the 24th July, it will go out for public consultation till November. SM to forward an e-copy and a hard copy to the Board when document available.

4. Work plan (New & Existing)

4.1 Update on issues for decisions. Copies of 'Crisis Pregnancy Counselling –Item for decision' had been distributed to the Board. This outlined Dr Lloyd Evans' response to actions from the June Board meeting – recommending: Phase 1 –'to investigate levels of need vs service provision in Reading through a survey/interviews with all the crisis pregnancy agencies and advice providers in Reading'. The Board agreed to proceed with phase1, and JR would lead the Task and Finish Group. PH suggested that the Board consider expanding the scope of phase1.

4.2 Update on Issues for Information: Distributed previously to Board for Information - Noted by Board.

- Problems of Access to MS Consultant at RBH: SB and Jackie Mckenzie to review new information received. SB reported that the RBH will make clear in their letters to patients that they may see a nurse practitioner or the Consultant. Also due to the long wait in the clinic it was agreed RBH would look into providing pagers to patients so that they can visit the coffee lounge from where the pager would alert them to present themselves at the clinic. The T&F group will also go onto look at the information provided to new patients – this will be pursued with NHS Berkshire West.
- JW reported in respect of Domiciliary care that she was invited to attend the RBC Quality & Monitoring meeting on 2nd July, but when presented was clearly not expected – this has been addressed with Debbie Wright.
- TH reported that he had picked up a number of complaints from 'the Toe nail cutting for the elderly' that the appointments list was too long, and what can the NHS do about this.
- On a general note it was not clear if LINKs were being informed of consultations being carried out by RBC, they feeling was that this was not happening – Action to contact RBC to ensure that LINKs are informed of all consultations in respect of social care.

5. Reference Group Event: Outline plan of events/Identify Board Volunteers

Copies of "Reference Group Event 14th July 2010' had been distributed to the Board. SM to check with John Shaw if he will be happy to take on the welcome and Q & A panel session. TH volunteered to present the Overview & Activities. JF – community involvement work group, and NS (from Safeguarding sub-group) to co-facilitate with RS on Enter & View. SB and PH to facilitate the T&F project – Choose & Book, DS volunteered to be on the Q & A panel.

SM asked if any Board member would like to attend the planning meeting on Tuesday 6th July. JF volunteered to attend.

6. Update on the LINK

6.1 Summary of Host Engagement:

Copies of 'Update on the LINK June/July 2010 had been previously distributed. JR commended that a lot of work had gone into LINK promotions and surveys. EH reported that to-date about 500 surveys had been issued and about 200 responses had been received.

6.2 Report on x6 LINKs meeting:

Copies of Berkshire Healthcare Trust meeting with the 6 Berkshire LINKs' had been distributed to the Board. The Chair invited comments and asked if a Board member would like to be a representative attendee. SM to circulate dates of future Berkshire Healthcare Governors meetings.

6.3 Report on the X3 LINKs meeting:

Copies of the Draft Joint Berkshire West LINKs Meeting Notes 18th June 2010' had been distributed for information. Board to note that a sub-group had been formed to start to look at SUI's, complaints and incidences.

6.4 NHS Berks West Board meeting – Verbal (DS):

DS reported key items of note from PCT Board meeting – There will be increased patient involvement and GP commissioning, SHA's will be abolished by March 2011, some targets will be scrapped, there has been a reduction in Teenage pregnancies, budget activity is at or below targets.

Some GP practices do not use the Choose & Book system at all, and a number of complaints about IT problems have been reported. Reference facilitation Centre was closing by end of June, so an increase in number of C&B referrals. Discussion of Dementia Quality Standards. SUI's at Berkshire Healthcare – PCT not aware. Patient assurance survey – 38 areas covered in total (only 2 greens). More work being done by PCT on palliative care services.

6.5 LINK AGM /Elections:

Copies of 'Reading LINK AGM/Elections 2010' had been previously distributed for consideration. The date booked for this event is Tuesday 2nd November 2010 - Kennet Room – Civic Centre - 5:30 pm to 7:30 pm. Sub groups required to plan this event will be identified at the September Board meeting.

6.6 Actions from Board Away Day:

Copies of Reading LINK Board Objectives for 2010/11 (Identified at Away Day March 2010) were presented at the meeting for update and review at subsequent Board meetings. JR suggested that a third column be inserted to indicate a tick or cross against each objective. A number of objectives were listed as suggested items to be prioritised by September planning group. The Chair asked that these be placed as an agenda item for September.

6.7 LINK Work plan – NHS Berks West:

Copies of 'Reading Local Involvement Network Work Programme 2010/2011' had been distributed. SM asked the Board to consider this document to be sent out to NHS Berkshire West - The Board agreed.

7. Safeguarding Vulnerable Adults Act/ Enter & View:

7.1 Verbal update sub-group meeting 10th June:

RS reported that an induction for members exercising Enter & View would be required. CRB check will be required for Enter & View group and all Board members. Group to meet again in August to progress the Enter & View policy.

8. Finance:

8.1 Financial Update: The Board accepted the finance report 'Reading LINK budget to actual 1st quarter Statement as of June 2010.'

8.1 Budget allocations: RS had circulated copies of '2010/11 LINK Board Budget – July 2010'. Board agreed to designate budget in Sept Board meeting.

8.2 Advertising expenditure:

SM reported that she had placed an order for a 72x 90mm LINKs advertisement on a RBC Environment/Recycling fold- out leaflet that would be distributed to 40,000 households and 5,000 to be distributed in the autumn. The cost to LINK was £585. This was approved by the Board.

9. AOB:

9.1 RVA Trustees to attend September Board meeting:

SM reported that Peter Brierley will be attending the Board meeting in September. The Board accepted.

9.2 Relationship with CQC Reps: The chair asked SM to extend an open letter of invitation to a future Board meeting to new contact - Maureen Burton.

9.3 User-led Organisations:

SM reported that we need to research what ULO's exist locally, Board agreed and asked for report back to them.

Final

9.4 Clinical Governance Committee at RBH – DS/Tony Lloyd now sitting on this committee on behalf of x3 Berkshire LINKs. – noted - Delayed discharges at RBH - £1million allocated by Charles Waddicor – to local authorities to ease situation.

Ophthalmology – Risk identified by Trust. 2008 – Memory check - not new – ongoing for some time. 2,500 appointments overdue by 2 months relating to chronic conditions. Clinical and nursing staff shortages.

The Board meeting ended at 4:30 pm. Next meeting to be held on 13th Sept at 2.15 RISC Main Hall.

Actions:

1. June minutes to be signed off by JF
2. O/s item from May – JR/SM to draft a response to CQC on the issue of spirituality
3. Invite Daisy Benson in her new role as lead councillor for health & social care and 2 policy advisors to attend future a Board meeting.
4. SM to e-mail out 3 dates for a separate meeting with Ed Donald.
5. Liverpool Care Pathway: an agenda item for the next Board meeting in September.
6. SM to arrange a meeting with JL and IC in September. for an update of the Host contract.
7. SM to forward an e-copy and hard copy of the Berkshire Health care NHS document to the Board.
8. Action to contact RBC to ensure that LINKs are informed of all consultations in respect of social care.
9. SM to check with JS if he will be happy to take on welcome and Q&A panel at the Reference Group Event.
10. SM to circulate dates of future Berkshire Healthcare Governors meetings.
11. Away Day objectives: to be placed as an agenda item for September.
12. SM to sending the LINK Workplan out to NHS Berkshire West
13. SM to invite Peter Brierley to the Board meeting in September.
14. SM research ULO that exist locally.

Diary Dates:

Board Planning Meeting for Sept Meeting
Monday 6th Sept 2010, 10am RISC Room 1
David, Sheila, John Fisher

Board Meeting
Monday 13th Sept 2010 2.15-4.15pm RISC Main Hall
Chair – John Fisher

Board Planning Meeting for Oct Meeting
Monday 27th Sept 2010 10am RISC Room 1
Sheila, Tony, John F

Board Meeting
Monday 4th Oct 2010, 2.15pm - 4.15pm, RISC Room 3
Chair – Sheila Booth

Board Planning Meeting for Nov Meeting
Tuesday 19th Oct. 2010 10am, RISC Room 1
Tony, John Shaw, Sheila

AGM 2nd November 2010 – 5.30-7.30pm

Board Meeting
Monday 8th Nov. 2010, 2.15pm-4.15pm RISC Main Hall
Chair – Tony Hall

Board Planning Meeting for Dec Meeting

Final

**Tuesday 23rd Nov. 2010, 10am RISC Room 1
John Shaw, Tony, TBC**

**Board Meeting
Monday 6th Dec 2010, 2.15pm-4.15pm, RISC Room 3
Chair – John Shaw**

Other Events/ Meetings:

**NHS Berkshire West – Health Network Meetings – full details still to be confirmed:
15th September 2010 – West Berkshire
30th November 2010 – Wokingham**