

Reading LINK Board Meeting 13th Sept 2010

Held at RISC, Main Conference Hall

Present:

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

Rachel Spencer (RS)	RVA Advice Services Manager
Paul Harper (PH)	LINK Support
Sheena Masoero (SM)	LINK Coordinator
Jagdeep Hunjan (JH)	LINK Administrator

Guest: Peter Brierley (PB) RVA Trustee

1. Minutes of the last Board meeting 5th July 2010:

1.1 Welcome & apologies: DS welcomed Peter Brierley, RVA Trustee.
Apologies: Mary Jacobs, Elaine Holloway

1.2. Minutes from 5th July 2010:

6.4 'CQC not aware' should read 'PCT not aware'

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

1.3 Matters Arising:

None

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 3. To invite Daisy Benson to attend a future Board meeting in her new role as lead councillor.

Action 4. Meeting with Ed Donald booked for 10th Sept cancelled by Ed. Date re-booked for 14th Oct 10am-11am at RISC. Board members to confirm their attendance.

Action 6. John Littlefair and Irene Cameron to be asked for an update of the host contract in Nov/Dec, after the spending review.

Action 8. To contact RBC to ensure that LINKs are informed of all consultations in respect of social care. This will be an agenda item for RBC/LINK meeting – date to be confirmed.

2. Finance & Future planning to allocate existing budget:

2.1 Board discussion paper:

Copies of 'Board discussion paper – Sept 2010' had been distributed to the Board to consider the changing picture for LINKs from now until March 2010, and decide on what actions were required to allocate the existing unspent and unallocated budget of £46,321. SM asked the Board to consider the impact on services people are currently receiving, against future changes as a result of public spending cuts.

JF asked which service user groups would suffer the most from cuts in the future. The Board agreed that information from social care and mental health services should form the basis of the work. The project would need to focus on outcomes (including health), and project should be able to measure statistically the changes (SLE should have prime involvement) JS advised that LINKs

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need to be rigorous to design this to ensure credibility, and to present it neutrally as the outcome of people's experiences.

The Chair suggested that LINKs could allocate a task to SLE to study the returns from audit commission etc. which would be readily accessible- and this would help inform the impact project. DS also suggested that the other concern was to increase resources in order to enhance Sheena's work. SM reported that SLE's current commitment was within the current budget, but SLE would be happy to take on more work as she was on a sabbatical from her work at the university. RS said that in order to be able to take forward the budget, we need to have an actual project that would be flexible enough to adjust to the change. A Board member would be asked to work closely with SLE.

JR suggested that the third bullet point at the bottom of the handout – page 1 – should read 'monitor information from service providers and regulators'

Board agreed in principle to take forward the impact project and would consider fuller scope at October meeting. DS indicated his willingness to be involved in this project as a board member.

Board had no comments/suggested changes to the Board Budget – July '10.

RS Circulated the finance report 'Reading LINK budget to actual 13th Sept 2010 – Accepted by Board

3. Board elections and AGM:

Copies of Reading LINK AGM/Elections 2010' had been distributed to the Board for discussion and a decision was reached that Reading LINK should hold an AGM, elections and call for nominations for 4 vacant seats. It was agreed to send out invitations along with nomination forms to all the Reference Group members for the AGM. Sub-group would be required to plan this event for 2nd of November at the Civic Centre.

Existing Board members made known their intentions for the elections – Nina Sethi has decided to step down, as she has served on the LINK Board since inception. JW,DS,JR, JS, JF have all indicated they would be willing to continue to sit on the Reading LINK Board. TH and MJ intentions to be confirmed.

4. Work plan (New & Existing)

4.1 Update on issues for decisions. Copies of 'Update on issues for Board Decision Sept. 2010' had been distributed to the Board.

Toe-nail cutting for the elderly: The Board agreed that a formal request be made to the PCT as to why they did not follow up their commitment to the LINK and on what basis additional services were made available to Wokingham and West Berkshire.

Choose & Book: The Board agreed to take this forward as a Task and Finish group. JR to lead, working with PH, and SM to call for volunteers via the next e-bulletin.

Lack of Provision for healthcare for young offenders: The Board agreed to note feedback and close the issue.

Access to alcohol misuse treatment: JS reported that he would forward a copy of a presentation by Denise Sales. It was agreed to gather information on services currently provided and report back to the Board. Outcomes from this issue should be considered for reporting to the Healthier Reading Partnership in due course.

Doctors using 0844 numbers: The Board agreed to request update from NHS Berkshire West at end of Oct 2010 and check outcome at the end of April 2011.

Inappropriate prescribing of benzodiazepines: The Board agreed staff to meet with referrer to gain more information and also make a formal request to NHS Berkshire West to ascertain details of local protocol for prescribing.

Area of concern around mental health provision: Board agreed staff to meet with the referrer to gain further information: hold issues for a month to await outcome of the community survey and then if required, identify a lead Board member for this issue.

4.2 Update on Issues for Information: Distributed previously to Board for Information - Noted by Board, no comments raised.

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4.3 Update from T & F Groups: DS reported that currently waiting for response to information request around dental contracts from NHS Berkshire West – Number of contracts being placed has reduced to 3 from potential 10 included in the previous Invitation To Tender – Spends now would only be £1million instead of £3.5million - a saving of £2.5million.

5. Reference Group Event: Feedback and next steps

Copies of 'Reference Group Event 14th July 2010' had been distributed, and the Board agreed to proceed with the Action Plan to:

1. Develop a plan for training sessions to enable Reference Group members to participate confidently in the different areas of involvement.
2. Contact individuals from each Workgroup who expressed an interest to explore how to further develop their involvement (already in progress).
3. Identify key Board members to develop a link with local media (JS) (JF for local community radio)
4. Explore the feasibility of producing LINKs promotional information in different languages/symbols
5. Develop a database to include special interests of Reference Group members (in progress)
6. Develop suitable templates for objectives, report writing and general feedback from 'Enter and View' and 'Committee Representative' Workgroups
7. Hold further event(s) to consolidate and build on progress to date.
8. Present views of T&F Workgroup to Board when reviewing the Choose & Book issue.
9. All Reference Group members will be regularly updated with progress on the Action Plan.

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. Board agreed that progress in this document should be included on agenda at all future meetings.

Engagement with General Public Objectives – Section C – Production of statement for communication of patient & public involvement to be raised at x3 LINKs meeting on 14th Sept.

7. Update on the LINK

7.1 Summary of Host Engagement:

Copies of 'Update on the LINK July/August 2010 had been previously distributed. JR commended that a lot of work had gone into LINK promotions and surveys.

7.2 LINK community Survey:

Copies of 'Community Survey update for Board – Sept 2010' had been distributed for information. SLE is preparing a full report and she will be invited to attend the October Board meeting to share the outcome before publication to all statutory organisations. The Board would then be in a position to decide if the community survey should continue in its current form and if so, for what period of time. Board would like to know percentage return rate of survey and number of blank forms remaining for possible use.

The Board will also be asked to review and decide on main issues to be taken forward as T&F projects.

7.3 Host contract update: RS reported that she was arranging a meeting with John Littlefair and Irene from the RBC and will report to the Board accordingly. RS was also awaiting the outcome of the spending review and update of the contract in November - subject to RVA Trustees approval.

7.4-x3 LINKs update progress on incidents, Sui's complaints etc: SM reported that a meeting of the X3 LINKs was being held on 14th September, and this would be reported to the Board in due course.

7.5 Update from ROPP: TH reported on a strategy for older people in the Borough and a vision of older people's services – how to stay healthy – was being drawn up. However it was a matter of concern that there was a lack of older people on the working group. SM asked TH to pull out key matters from ROPP as this could be included in the next e-bulletin.

7.6 Enter and view sub-group update: The following copies had been distributed to the Board:

1. A draft version of the Reading LINK safeguarding & Enter and view sub committee Terms of Reference'
2. Reading LINK enter & View Policy and Procedures – draft.
3. Report to Board on implementation of LINK arrangements for Enter and View.

The Board agreed to endorse the documents, and agreed that the Enter & View policy & procedures were incorporated into LINK Governance document.

It was agreed to having CRB checks, and that training would be organised for all Board members together with any volunteers for Enter & View.

7.7 OSC update: RS gave a verbal report on the OSC meeting from July and SM gave a verbal report from Sept meeting. The Board agreed that a letter should be written to the OSC to commend the scrutiny panel work and suggest that it be enhanced by LINK involvement. It was noted with concern that there was no chairperson. The Board asked RS that the letter be circulated before release.

7.8 LINK Annual Report Summary: TH reported key items from his attendance at the RAISE Event on – The implications of White Paper. When legislation comes in GP to consult before and after commissioning services, patients and the public first.

8. Berkshire Healthcare:

8.1 Public Consultation in East Berkshire: Copies of 'Public Consultation on mental Health inpatient facilities serving the East of Berkshire' had been distributed to the Board for information and discussion. JF to be advised of date and time of the meeting with the referrer of the mental health issues as he may wish to attend.

Comments made on the Consultation document - Page 2 – The map was commented on as showing no detail of beds in Reading.

Page 6 – There appears to be a discrepancy in bed numbers and page 7 only shows pictures of bedrooms - no information. It was felt that this report failed to engage. JF felt that if there was under-usage of buildings at Prospect Park it had not been quantified.

Board agreed item to be discussed at x3 LINKs meeting before a response agreed.

8.2 Transforming Community Services: - Copies of a report "Transforming Community Services – Update to LINKs August 2010" had been previously circulated to the Board. No comments raised.

9. AOB:

9.1 Liverpool Care Pathway/End of Life strategy documents:

Copies of 'Royal Berkshire NHS Foundation Trust (RBFT) End of Life Care Strategy ' had been distributed to the Board previously. It was agreed to invite Dr S Lund to a future meeting as the document did not really answer any of the questions that Board had raised concerns about.

9.2 Whitepaper & associated consultations:

SM reported that on 27th Sept, a meeting of LINKs' leads was taking place in Oxford from 10 am to 3pm. DS would attend, and SM asked for any other interested members to let her know.

9.3 SM passed copies of an invite to 'Royal Berkshire Cancer Patient Advisory Group meeting on 22nd Sept. as they had extended invitations to all LINK members. EH was due to meet contact for this group.

9.4 RBC Invite to event on 22nd Sept to consider Reading's response to the Big Society – this invitation had been previously circulated the LINK Board. Concerns were raised about the timescales from the invitation being sent to the event, when this event focused on pulling together and involving people. Board asked for response to be sent to RBC to reflect this.

The meeting closed at 5:10 pm. Date of next meeting: 4th October at 2:00 pm in RISC Room 3

Actions:

1. July minutes to be amended by SM and signed off by DS
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 a board meeting in November or December.

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4. Board to confirm their attendance for meeting with Ed Donald on 14th October 10am-11am
5. Liverpool Care Pathway: Dr S Lund to be invited to a future Board meeting.
6. RBC to ensure that LINKs are informed of all consultations in respect of social care – to be added as agenda item for next meeting with RBC
7. EH to report on meeting with Melissa Wise – to find out ULO that exist locally.
8. It was agreed to send out invitations along with nomination forms to all the Reference Group members for the AGM.
9. Access to alcohol misuse treatment: JS reported that he would forward a copy of a presentation by Denise Sales.
10. SM asked TH to pull out key matters from ROPP older people's strategy, as this could be included in the next e-bulletin.
11. Board agreed that a letter should be written to the OSC to commend the scrutiny panel work and suggest that it be enhanced by LINK involvement. It was noted with concern that there was no chairperson. The Board asked RS that the letter be circulated before release.
12. JF to be advised of date and time of the meeting with the referrer of the mental health issues as he may wish to attend. (PH)
13. Reading's response to the Big Society invitation - response to be sent to RBC to reflect board concerns.

Diary Dates:

Board Meeting and Board Planning Meetings:

Board Planning Meeting for Oct Meeting

Wednesday 22nd Sept 2010 10.30am RISC Room 2

Sheila, David

Board Meeting

Monday 4th Oct 2010, 2.00pm – 5.00pm, 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 – 5.00pm -7pm

Board Meeting

Monday 8th Nov. 2010, 2.00pm RISC Main Hall

Chair – Tony Hall

Board Planning Meeting for Dec Meeting

Tuesday 23rd Nov. 2010, 10am RISC Room 1

John Shaw, Tony, TBC

Board Meeting

Monday 6th Dec 2010, 2.00pm, RISC Room 3

Chair – John Shaw

Other Events/ Meetings:

- 27th Sept 10am-3pm – Shaw House, Newbury – SE LINK Chairs meeting – Implications of the White Paper
- 5th October 2pm -3.30pm – LINK Office, Market Place, Wokingham. LINKs meeting with Prof Rose, PPI lead from the Thames Valley Health & Innovation Education Cluster.
- 5th October – Healthier Reading Partnership Meeting
- 6th October 10am-12md – LINK AGM Planning Meeting
- 7th October 10am – RBH PPISHG Meeting at RBH

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- **14th October 10am-11am Room 2 at RISC– Reading LINK meeting with Ed Donald, CEO RBHFT**
- **19th October 2pm –ROPP meeting**

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

Berkshire Healthcare NHS Foundation Trust Governors meetings:

22nd Sept followed by AGM – 2-5 pm

09th Dec 2010

16th Feb 2011

18th May 2011

21st Sep 2011 followed by AGM

07th Dec 2011