

Reading LINK Board Meeting 7th June 2010

Held at RISC, Room 3

Present:

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

Rachel Spencer RVA Advice Services Manager
Sheena Masoero (SM) LINK Coordinator
Jagdeep Hunjan (JH) LINK Administrator

Guest speakers: John Littlefair (JLF), Irene Cameron (IC) Reading Borough Council

1. Minutes of the last Board meeting 10th May 2010:

1.1 Welcome & apologies: JF welcomed the guest speakers John Littlefair (JLF), Irene Cameron (IC) from Reading Borough Council.

Apologies: Mary Jacobs, Harriet Hall, and Elaine Holloway.

1.2. Minutes from 10th May 2010: Page 4: States “ Representation on the Overview Board to be confirmed JF to check with DS” DS requested clarity on this point. SM advised it related to comments raised by JF in relation to Transforming Community Services. JF commented that LINK should press for representation on the Board (PCT), it was confirmed that this is already in place and that if JF required any further detail on this aspect to refer to DS. Minutes to be changed to reflect this more clearly.

Page 5: 9.7 – NS requested the minutes be amended to reflect her work on behalf or LINK with the Healthier Reading Partnership (HRP) on their Strategy. Note to be amended as follows:
NS Reported that HRP has reviewed the draft action plan for its Health and Well Being Strategy. One of its action points is summarizing existing information and initiatives and identifying existing gaps around BME Health and Well Being. NS is in discussion with Kim Wilkins to see how this work can be taken forward.

The Minutes will be amended to record the above before sign off.

1.3 Matters Arising:

1.3 – Chair for the July Board meeting: SM reported that Harriet Hall has advised that she is stepping down from the Board, but hopeful that Harriet will remain involved in LINKs activities via the Reference Group and in particular the Safeguarding Sub-Group. JF asked for volunteers to chair for the July and September meetings. DS agreed to chair for July, and JF for the September meeting if no other volunteers offer.

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

2. Host Contract:

Copies of ‘Specification of requirements’ had been distributed to the Board for information. JLF gave an overview of the Host contract re-tendering process.
Retendering process – now for April 2011. Funding at this point unclear. Existing contract cannot be extended. Could agree further contract up to 18 months with similar budget, this would need to be

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tested with RBC/RVA/LINK Board in some sort of review and budget would not be able to exceed £159,000 (EU limit set for public contract let without advertising). Key dates in timeline which may impact decisions - 22nd June - Emergency Budget, there will be an announcement on local Government funding, then Nov/Dec 2010 - budgets for 2011 will be announced and end of March 2011 will be end of existing contract. JLF reported that the existence of LINKs is embedded in Government Legislation, and RBC will continue to support LINK work. LINKs are funded under an area-based grant.

JLF suggested to the Board to invite Daisy Benson in her new role as lead councillor for health & social care and 2 policy advisors to attend future Board meeting.

The chair asked JLF & IC to provide an update for July Board Meeting.

Board unanimously voted that RBC should negotiate a new contract with RVA for continued host arrangements.

The Chair thanked JLF and IC for attending and they left the meeting.

3. Work plan (New & Existing)

3.1 Update on issues for decisions. Copies of 'Crisis Pregnancy Services – A draft Report to Reading LINK Board' by Sally Lloyd Evans (SLE) had been distributed to the Board. The Board discussed and agreed that SLE be asked to: clarify '45.4% per 1000 women' on page 4; to list service factors and advice versus counselling.

The Board agreed that SLE would be asked to provide costings for Phase 1 - further research to understand the scope of the issue locally by investigating levels of need vs. service provision through a survey/interviews with all the crisis pregnancy agencies and advice providers in Reading (to include no's of clients; levels of pre-termination counselling etc and ascertain their views on the quality of current provision).

DS asked that the original referral be included in SLE's Crisis Pregnancy Services – A draft Report to Reading LINK Board.

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

Choose & Book: JR commented further on this issue in light of some recent experiences – when given a response when booking an appointment - "can't give clinical information" when asked about who is best consultant and where is it best to go. Also two more Board examples of Choose & Book issues were raised.

The Board agreed that the issue of choose & Book be opened up to the Reference Group meeting.

Dental – DS reported that 9 out of 14 applicants to be chosen shortly for new dental contracts. Social marketing in progress with PCT

3.3 Liverpool Care Pathway (LCP): SM reported that following a meeting at the RBH, she can report that RBH have an End of Life Nurse Practitioner – Dr Lund, in post, and she would be happy to talk to the board if required. RBH use a modified version of LCP, and patients can come off the LCP if their condition improves. RBH have an end of life strategy document that they would be willing to share with LINK – Board agreed to request this as first step and then review next actions.

4. Actions from Board Away Day:

4.1 Reference Group Event: Copies of 'Reference Group Event – outline proposal paper for LINK Board' had been circulated to the Board. The meeting will be held on 14th July at the Centre hall at Greyfriars Church. The Board approved the estimate budget of £800 (for venue/refreshments including lunch). The Board also approved LINKs to seek professional facilitator services (Helena if sub group decided this was required)

SM reported that the subgroup (JF/EH/SM) will be meeting on 11th June. Invitation was opened up to the Reference Group but no volunteers came forward.

4.2 Objectives/Actions: Copies of 'Reading LINK Board Objectives for 2010/11 (Identified at Away Day March 2010) had been circulated. The Board agreed that the objectives needed to be prioritised and an action table should be prepared against each objective in order to focus individually, realistically and specifically on each, which can be reviewed at future Board meetings.

4.3 Involvement of Reference Group Members: The Board agreed that regular updates be reported at future Board Meetings.

5. Board Representatives to support statutory relationships:

5.1 Rep required for RBC interface: JW agreed to attend the quarterly meetings and report to the Board.

5.2 Reps required for HHCC Scrutiny Panel: DS agreed to attend first meeting but suggested this maybe best covered at this time on a rotational basis and JF volunteered as second option. SM to find out dates of next meetings.

6. Update on the LINK:

6.1 Summary of Host Engagement Activities: Copies of 'Update on the LINK June 2010 Summary of Host Engagement Activities' had been distributed to the Board for information.

6.2 Update from annual Report Sub-group: SM asked the Board for any comments. DS suggested that in 'Work in Progress' include a bit more information. In the Table – reflect on 'work to be considered' DS to forward his comments to SM.

The Board approved printing of 3000 copies.

6.3 Verbal Report from SE LINKs leads meeting: DS attended this meeting and reported that only 6 out of 19 LINKs representatives attended, which included 2 other Berkshire West LINKs. Points of note - Darzi rule – new services have to be in place for 6 months before old services are stopped. There was a discussion on the impact of Coalition Government policies – and impact on value of LINKs. DS suggested we ought to be contacting Health and Social Services MP secretaries. At the meetings LINKs reported on numbers of participants (Reference Group) while Reading LINK's organisation numbers are good we need to look to increase individual Ref Group numbers, as these are low. DS reported that a lot of LINKs are experiencing problems with access to LINKs databases.

6.4 Verbal Report from SE LINKs Commissioning Day: SB/RS/SM attended this meeting and reported that people seemed to know a lot more about health commissioning than about local authority commissioning. Workshop was helpful to understand that other LINKs share similar experiences about slower progress with Social Care Commissioning but no new points really came out of meeting that Reading were not already progressing. No actions were identified.

7. Safeguarding Vulnerable Adults Act/ Enter & View:

7.1 Next sub-group meeting: SM reported that the next sub-group meeting was planned for 10th June to look at Enter and View.

7.2 Timetable for Board CRB checks: RS reported that the cost of CRB checks would be met by RVA at £10 each. The Board agreed that a process would be decided nearer when the new Board stands for election in the autumn but would probably aim to do a large batch with the person in attendance at the time of a Board meeting to process paperwork.

8. Finance:

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

8.2 Budget allocations: RS had circulated copies of 'Reading LINK – Reference Group Development Proposal' which summarised the proposal and costs as follows:

Proposals and estimated costs

To hold a Reference Group event to enable members to explore the ways they can become involved in LINK activities and to provide some training to enable them to begin to do so.

£3,000

To 'buy in' additional capacity for a 6 month period at 14 hrs/week to:
Assist with the design and running of the event
To create a guide for members
To organise training

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To provide support for members as they begin their activity. **£10,000**

To develop a database of members with the following benefits –

To produce management reports

To store the information efficiently

To be able to identify specific interest and diversity groups for focus groups and consultation requests

[Proposal from Sentiva attached].

£4,000

Budget for cost of activity to include meeting rooms, refreshments, expenses and CRB checks.

£5,000

Estimated total cost - £22,000

RS presented the proposal in light of increasing the capacity of the LINK which would follow the Reference Group Event in July; the options were discussed by Board. The Board agreed the expenditure of £3000 in relation to commencing work on the Event and immediate support but other costs to be further considered.

Copies of 'Database for LINK Reference Group Proposal' had been circulated to the Board for a decision. The board asked for other proposals for comparison before making a decision.

9. AOB:

9.1 Response to request to LINKs for response to statutory reports 1e. Quality Accounts/CQC:

The Board agreed not to send a formal response to recent request from South Central Ambulance Service in respect of their Quality Accounts.

9.2 Edward Donald meeting with LINKs: SM to request and circulate 3 dates for a separate meeting inviting the Board, Reference Group, etc.

9.3 Berkshire Healthcare meeting with LINKs pre-public consultation: To invite Phillipa Slinger to the 5th July Board meeting.

9.4 Future of Primary Care Trusts: Duncan Smith speech – No action required.

9.5 Use of 0844 numbers by GPs: Copies of this paper were distributed around the table, this is a new issue recently received. The Board agreed that LINK would ask talktalk to provide more detail, find out which surgeries this affects locally and request an update from PCT as to their current position and update on this matter.

The Board meeting ended at 5:10 pm. Next meeting to be held on 5th July @ 2.15 RISC Room 3.

Actions:

1. May minutes to be amended before sign off
2. O/s item from May – JR/SM to draft a response to CQC on the issue of spirituality
3. JLF & IC provide an update for July Board Meeting
4. Invite Daisy Benson in her new role as lead councillor for health & social care and 2 policy advisors to attend future Board meeting.
5. SLE to be asked to: clarify '45.4% per 1000 women' on page 4; to list service factors and advice versus counselling.
6. SLE to be asked to provide costings for Phase 1- Crisis Pregnancy project
7. Original referral be included in SLE's Crisis Pregnancy Services – A draft Report to Reading LINK Board.
8. Issue of choose & Book be opened up to the Reference Group meeting.
9. RBH have a strategy document regarding end of life care that they would be willing to share with LINK – SM to request and circulate to Board
10. Away Day objectives to be prioritised and an action table should be prepared against each objective
11. SM to confirm dates of next HHCC Scrutiny and panel Meetings for DS
12. Database comparison proposals required.
13. SM to request and circulate 3 dates for a separate meeting with Ed Donald, new CEO at RBH
14. Invite Phillipa Slinger to the 5th July Board meeting.

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15. 0844 numbers – New issue - ask talktalk to provide more detail, find out which surgeries this affects locally and request an update from PCT as to their current position and update on this matter.

Diary Dates:

Board planning Meeting for July Meeting
Tuesday 22nd June 2010 10am at RISC Room 1
David Shepherd, John Fisher (apologies) and another attendee required

Board Meeting
Monday 5th July 2010 2.15pm at RISC Room 3
Chair – David Shepherd

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, David

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, Janet Wignall

AGM w/c 18th Oct – Date to be confirmed

Board Meeting
Monday 8th Nov. 2010, 2.15pm-4.15pm 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, 2.15pm-4.15pm, RISC Room 3
Chair – John Shaw

Other Events/ Meetings:
15th June 10.30am-12.30pm – x6 LINKs Meeting with Berkshire Healthcare at Fitzwilliam House in Bracknell.

18th June 10.00am-12pm- x3 LINKs Meeting with NHS Berkshire West.

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