

# Reading LINK Board Meeting 10<sup>th</sup> May 2010

Held at RISC, Room 3

## Present:

Sheila Booth (SB)  
John Fisher (JF)  
Tony Hall (TH)  
John Rogers (JR) Chair  
Nina Sethi (NS)  
John Shaw (JS)

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

Guest speakers: Dr Sallie Bacon (SBa), Dr B Reddy (BR)

**Apologies:** David Shepherd, Mary Jacobs, Janet Wignall.

JR welcomed the guest speakers, Dr Sallie Bacon, Public Health Consultant, NHS Berkshire West & Dr. B Reddy, Programme Lead, Obesity.

## 1. Minutes of the last Board meeting 8<sup>th</sup> March 2010:

1.1. Minutes: The Minutes were accepted as an accurate record.

### 1.2 Matters Arising:

1.2.1 – CQC spirituality: The Board discussed and agreed that although CQC referred to equality of treatment for all, it was important for CQC to recognise issue of spiritual/psychological health, and the need for a more holistic approach. JS advised that it was important for LINK to work out a precise way as to how this issue is raised. Action to be taken forward by JR

1.2.2. Liverpool Care Pathway (LCP): TH expressed concern that the LCP are seen to be leaning towards minimal care or deprivation of care. JF asked that this be brought forward as agenda item for the next Board meeting in June – Agreed by Board.

### 1.3 Actions:

SM reported that all actions were complete.

10. Health Activists vs. Health Trainers issue raised with NHS Berkshire West: Response to be forwarded to Board by e-mail.

12. Dermatology Service changes: Response to be forwarded to the Board by e-mail.

## 2. Joint Strategic Needs Assessment (JSNA):

2.1 Overview of the JSNA Process: Copies of 'The Joint Strategic Needs Assessment for Reading Unitary Authority Area 2009 had been distributed to the Board for information. SBa gave an overview of the JSNA. JSNA is the outcome of a process conducted jointly by NHS Berkshire West and local authorities to understand the current and future health care and well being needs of the people of Reading, West Berkshire and Wokingham. The assessment aims to inform service planning and commissioning to ensure that services meet those needs. The JSNA also informs the Local Area Agreement (LAA) targets and priorities and the delivery plan for the Sustainable Community Strategy for the next three to five years. A technical group, led by NHS Berkshire West's Head of Public Health and with membership from all three local authorities, undertook the work. SBa reported that Nottingham was well developed, with 40 chapters to their JSNA document, so it has been decided it would be a rolling modular process, the first module being Dementia. Input will be sought on each module as/when required.

**2.2 How can Reading LINK be involved in the JSNA process?** : JF asked which statutory bodies approved the document and gave the executive response. SBa reported that they were working with 3 local authorities, in accordance with guidance set out by the Dept of Health. Within PCT the JSNA went to Directors and the Board, SBa will come back to Board to inform if it goes anywhere else. The JSNA would also inform work of the Healthier Reading Partnership (via Kim Wilkins) and Local Strategic Partnership.

**2.3 Q&A:** SM asked for the LINK Board to be copied on the module timetable to look out for topics of interest to the Board.

RS asked if it would be possible for the diagram on page 76 to be expanded on the PCT's Health needs assessment for the LINK to understand the weight of impact.

JF asked what links the JSNA had with the RBH and Prospect Park Hospital. SBa reported that the commission boards invite representatives from the hospital on consultations, and executive responses.

**2.4 Reading LINK Diabetes Report:** BR congratulated the LINK Board on producing an excellent report from which he had extracted a number of points going forward. He reported that the report would be very helpful in assisting the NHS Berkshire West to make progress in commissioning appropriate services for diabetes services.

SBa was thanked for her attendance and left the meeting.

### **3. Pilot survey analysis – next steps for LINK:**

**3.1 Q & A with SLE:** As the Board had already reviewed the pilot analysis; this was an opportunity for Board to ask any questions. SLE advised the Board that LINKs should aim to get 1000 completed surveys, although 500 would give an acceptable survey result.

**3.2 'Review 6 priorities identified in pilot survey':** Copies had been previously distributed and the Board discussed each in detail.

1. Mental Health: Board agreed this was an ongoing concern, covering a wide range of services, but nothing specific identified in the pilot survey. The Board agreed to be informed by further community feedback collected via the community survey currently in progress.
2. NHS Dental Services: Board noted feedback - work in progress with T&F group.
3. Better Care for the Elderly: The Board agreed to be informed by further community feedback collected via the community survey currently in progress.
4. Hospital waiting times: EH to raise generally the experiences in light of eye clinic T&F activity. Other areas to target would be the Orthopaedics, Rheumatology, and Gynaecology. SB reported an incidence in which she was unable to have visual fields carried out at RBH, as there was lack of wheelchair access.
5. Better GP appointment services: The Board discussed and agreed to await the outcome of further feedback via the community survey currently in progress.
6. Improved Ante-natal/post natal care at RBH: West Berkshire LINK have undertaken a Citizen's panel survey, which identified maternity related issues. Seek copy of survey from West Berkshire LINK to establish what issues they had identified which could lead to joint working to take this forward. It was agreed not to raise this specifically with the RBH as a project, but feedback would be given.

Short break was taken for refreshments. Dr Reddy was thanked and left the meeting.

### **4. Work plan (New & Existing)**

**4.1 Update on issues for decisions.** The Board discussed and considered each issue and agreed the following:

Issue No. 33 Equality of Access to Health Care for Offenders: The Board agreed to await a report from the Senior Probation officer to establish whether the Health Trainer Services which have been launched by the Berkshire West NHS have made any impact on equality of access for offenders. The impact of the Broad St Walk-in services would also be considered by the Probation Officer.

Issue No 34: Equality of Access to Alcohol Misuse Treatment: The Board agreed that further information be sought to find out what services exist in Reading, and what is being undertaken by NHS West Berks West/Local authorities to enable access to alcohol misuse treatment, once this information has been considered by Board a decision would then be taken if the project should progress to T&F

Issue no 28: Hospital Appointments – Choose & book system: The Board discussed and agreed that concerns about the system be expressed and highlighted to PCT in the quarterly communication report.

Issue No 21: Commissioning of contracts to allow time for travel, time for training, and supervision of care staff: Update was provided to Board but work still in progress and next steps would be reported back to Board after:

- Board member (JW) to attend RBC Quality & Monitoring meeting.
- Information gathered from Q&M meeting and additional information that was provided on 30<sup>th</sup> April to be reviewed by T&F Group

Diabetes Care in Reading: Responses to the Final Report and recommendations submitted to the RBH and NHS Berkshire West were noted. The Board agreed to review in 6 months the work commenced by NHS Berkshire West and Royal Berkshire NHS Foundation Trust.

4.2 Update on Issues for Information: Noted by Board.

## 5. Actions from Board Away Day:

5.1 Reference Group meeting event: The Board agreed that it was important to set up a planning group to arrange an event with the Reference Group (RG) members. TH and JF volunteered to lead and it was suggested that 2 other volunteers be sought from the RG to help plan. The purpose would be to expand LINK involvement/Activities. A budget for the event will be required. SM to draw up a proposal document for comments and this would be an agenda item for the June meeting.

5.2 Reflections on Notes – Objectives & Actions: The Board agreed to circulate their comments via e-mail, to SM for reporting and discussion at the June Board meeting.

## 6. Update on the LINK:

6.1 Summary of Host Engagement Activities: Copies of 'Summary of Host Engagement Activities March/April 2010 had been distributed to the Board for information. Chair commented positively on the variety and level of community engagement that was being undertaken around the survey by the Host Staff.

6.2 Update from annual Report Sub-group: The first meeting took place on 26<sup>th</sup> April, and key items were agreed, work is progressing. Design and printing quotes to be obtained from the current printer.

6.3 Update from 3 LINKs Meeting: The main action of the meeting was to undertake a joint review across NHS Berkshire West of procedures for dealing with patient complaints, patient incidents (SUIs) and patient alerts, and necessary actions that may follow to address key themes arising from them.

6.4 Report from NHS Berkshire West Board Meeting 23/4/10: DS attended this meeting and provided written summary – noted by Board.

6.5 Report from PPISHG meeting 13/4/10: DS attended this meeting and provided written summary – noted by Board.

6.6 Recommendation for Berkshire LINKs from SE-Summit in Guildford: To promote cross-country LINK collaboration in terms of strengthening relationships with Key NHS providers such as the Royal Berkshire NHS Foundation Trust and cross border arrangements with for example Surrey's Frimley Park Hospital through twice yearly meetings by September 2010. LINK leaders and co-ordinators for

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6 LINKs to attend. Board asked to note and agreed. (Reading were already working with neighbouring LINKs to increase collaboration).

#### **Additional notes from DS on meetings attended:**

The Chair asked that any questions for DS should be sent to him by e-mail.

Comment 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, who represents x3 LINKs at PCT Board meetings.

### **7. Safeguarding Vulnerable Adults Act/ Enter & View:**

#### **7.1 Update from subgroup**

RS reported that the sub-group had met and reviewed the safeguarding aspects. 'Draft – Safeguarding Vulnerable Adults policy' had been produced and distributed prior to the meeting for information.

JR asked if it would be acceptable to transfer CRB checks from other organisations – RS advised that ISA do not apply to LINKs but CRB checks do – it is the sub-groups recommendation that all Board members have CRB checks (new board members at the point of nomination and existing board at the point of re-election). Sub-group also recommend that the CRB checks should be clear. Both recommendations discussed and agreed by Board.

Draft policy was agreed by Board (small amendment to be made in that subsequent CRB checks can be transferred).

All LINK Board members and 'enter and view' volunteers are required to have submitted clear CRB checks to the LINK Safeguarding committee before beginning their activities. Proposed that NS, SB and HH would form the 'Safeguarding committee' – this was endorsed by the Board.

### **8. Finance:**

**8.1 Financial Update:** The Board accepted the finance report 'Reading LINK – 2009/10 March 2010.'

Carry forward amount from 10/11 budget is: £48, 896.

Total LINK Board budget 10/11 is £69,486.

Projected future costs 10/11 are £37,500

**8.2 Board to consider unallocated budget:** RS reported that RVA would submit proposals for the next LINK Board meeting on:

- Development support to increase Reference Group involvement in LINK activities.
- Development support to increase engagement with the community and response to Community Survey.
- Continued support from SLE

### **9. AOB:**

**9.1 Quality Accounts/RBH:** Copies of 'Royal Berkshire NHS Foundation Trust Quality Account 2009/10 Draft Version' had been distributed for information. Comments included -it was a lengthy/wordy/hard to understand document, Mortality rates warrant continued observation. Board to send further comments to SM to draft a response for final Board approval for submission by 20<sup>th</sup> May.

**9.2 RBC re-tendering host services –** Irene Cameron and John Littlefair will be invited to attend the June Board meeting.

**9.3 Edward Donald CEO** would like to attend the June/July Board meeting – details to be confirmed but would be at the end of a Board meeting due to other commitments.

**9.4 RBC relationship meeting on 30<sup>th</sup> April:** SM reported that a more formal relationship/interface is now required and one Board member is required for quarterly meetings.

**9.5 SM circulated statement from Reading LINK for RBC for inclusion in their self-assessment to CQC:** Board approval sought. Any changes to be e-mailed to SM by end of week

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9.6 SB raised question of representation and attendance at the HHCC scrutiny meetings now instead of MS. Agreed to be included as a future agenda item.

9.7 NS reported on her work with Healthier Reading Partnership (HRP) - 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 Board meeting ended at 5 pm. Next meeting to be held on 7<sup>th</sup> June @ 2.15 RISC Room 3.

### **Actions:**

1. JW to sign off final copy of March minutes
2. JR/SM to draft a response to CQC on the issue of spirituality
3. Liverpool Care Pathway to be brought forward as agenda item for the next Board meeting in June.
4. SM to forward by e-mail, response from the 3 bodies on Health Activists vs. Health Trainers issue raised with NHS Berkshire West.
5. SM to forward by e-mail, the response from Dermatology Service changes.
6. EH to get further information be about what services exist in Reading, and what is being undertaken by NHS West Berks West/Local authorities to enable access to alcohol misuse treatment.(Issue no. 34)
7. SM to include an item to PCT in the quarterly communication report expressing concern about the Choose & book system.
8. SM to confirm with JW to attend RBC Quality & Monitoring meeting.
9. SM to draw up a proposal document for Reference Group Event and this would be an agenda item for the June meeting.
10. SM to receive/ collate and report for discussion, the Board's comments on Reflections on Notes – Objectives & Actions.
- 11 SM to obtain design and printing quotes from the current printer for annual Report.
12. SM to draft a response to the Quality Accounts/RBH along with the Board comments.
13. Board members to e-mail SM, any changes to statement for RBC self assessment to CQC:

### **Diary Dates:**

Board Planning Meeting for June Meeting  
**Tuesday 25<sup>th</sup> May 2010 at RISC Room 1 10.30am**  
John Fisher, Harriet and John Rogers

**Board Meeting**  
**Monday 7<sup>th</sup> June 2010 2.15pm at RISC Room 3**  
Chair John Fisher

**Board planning Meeting for July Meeting**  
**Tuesday 22<sup>nd</sup> June 2010 10am at RISC Room 1**  
Harriet, David, John Fisher

**Board Meeting**  
**Monday 5<sup>th</sup> July 2010 2.15pm at RISC Room 3**  
Chair – Harriet Hall

**Board Planning Meeting for Sept Meeting**  
**Monday 6<sup>th</sup> Sept 2010, 10am RISC Room 1**  
David, Sheila, Harriet

**Board Meeting**  
**Monday 13<sup>th</sup> Sept 2010 2.15-4.15pm RISC Main Hall**  
Chair – David Shepherd

**Board Planning Meeting for Oct Meeting**  
**Monday 27<sup>th</sup> Sept 2010 10am RISC Room 1**  
Sheila, Tony, David

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**Board Meeting**

**Monday 4<sup>th</sup> Oct 2010, 2.15pm - 4.15pm, RISC Room 3**

**Chair – Sheila Booth**

**Board Planning Meeting for Nov Meeting**

**Tuesday 19<sup>th</sup> Oct. 2010 10am, RISC Room 1**

**Tony, John Shaw, Janet Wignall**

**AGM w/c 18<sup>th</sup> Oct – Date to be confirmed**

**Board Meeting**

**Monday 8<sup>th</sup> Nov. 2010, 2.15pm-4.15pm RISC Main Hall**

**Chair – Tony Hall**

**Board Planning Meeting for Dec Meeting**

**Tuesday 23<sup>rd</sup> Nov. 2010, 10am RISC Room 1**

**John Shaw, Tony, TBC**

**Board Meeting**

**Monday 6<sup>th</sup> Dec 2010, 2.15pm-4.15pm, RISC Room 3**

**Chair – John Shaw**

**Other Events/ Meetings:**

**15<sup>th</sup> June 10.30am-12.30pm – x6 LINKs Meeting with Berkshire Healthcare at Fitzwilliam House in Bracknell.**

**NHS Berkshire West – Health Network Meetings – full details still to be confirmed:**

**15<sup>th</sup> September 2010 – West Berkshire**

**30<sup>th</sup> November 2010 – Wokingham**