

Reading LINK Board Meeting 9th November 2009

Held at RISC, Main Conference Room, Reading

Present:

Sheila Booth (SB)
John Fisher (JF)
Tony Hall (TH)
John Rogers (JR)
Mary Jacobs (MJ)
John Shaw (JS)
David Shepherd (DS)
Malcolm Stone (MS) Chair
Janet Wignall (JW)

Sheena Masoero (SM) LINK Coordinator
Elaine Holloway (EH) LINK Development Worker
Jagdeep Hunjan (JH) LINK Administrator (Secretary)

Apologies: Nina Sethi, Rachel Spencer, Harriet Hall

MS opened the meeting and welcomed all present.

1. Minutes of the last Board meeting 12th October 2009

1.1. Minutes: 3.2 - There was a typing error at the end of the paragraph. Also an error of omission in AOB: Clare Palmer requested that documents circulated to the board should be printed on double sided paper wherever possible. These were noted. The minutes were otherwise agreed. An amended copy of the approved minutes will be passed to DS for sign off.

1.2 Matters Arising: RAHAB – DS asked that LINK should check with PCT to ensure that they are collecting the information that would be required in Jan 2010. This was agreed.

1.3 Actions: Action 10 - to amend and circulate Community Issues Report to be actioned. All other actions noted as complete.

2. Update on the LINK

2.1 Summary Of Host Engagement Activities:

Summary of Host Engagement Activities Oct/Nov 2009: Copies had been circulated prior to the meeting.

MS reported on giving a presentation on the role of LINK to the group at a meeting with about 12 – 15 people at the Pensioners Working Group chaired by Mike Orton.

EH reported that a Berkshire Healthcare NHS Trust meeting was held between Berkshire Hosts and PPI Lead to agree the way forward on liaison between the Trust and 6 Berks LINKs. EH reported that she had received a copy of the Organisation chart from the Berkshire Healthcare Trust. If anyone would like a copy to inform EH. Next meeting planned for 10th Feb 2010 and board welcome to attend.

DS reported that he attended the RBH PPISHG meeting, financial concerns noted but reported to be under control. Trust were looking to employ 50-70 nurses from overseas to replace current use of agency staff.

EH reported that she met with contact provided by JR for the Chaplin at prospect Park
JR reported on Faith Forum meeting, where he advised going forward he would continue work between the Faith Forum and LINK, but he was now not a formal representative. Other Board members in similar situations were asked to note this with their organisations.

Final

Meeting with PHAB Group noted -TH asked EH to send him copies of the PHAB referral issue. SB informed board of Ryder Cheshire Charity, which provides 1:1 assistance to disabled people to access activities.

MS asked for the issues received from the Reading Association for the Blind to be carried forward to the next meeting.

2.2 Berkshire LINKs Update:

Copies of 'Berkshire LINKs Meeting Notes 30th Sep 2009' had been circulated prior to the meeting, for information. Main points from the meeting were discussed at last board meeting.

Next meeting planned (interim) meeting with 2 Berkshire West LINKs is 19th Nov – DS/TH attending.

2.3: DOH LINKs Annual Reports report:

Copies of DOH LINKs Annual Reports 2008 – 2009 had been circulated prior to the meeting. The information was noted.

The main Message was:

- 144 LINKs out of 150 had submitted reports by 4th Sept 2009.
- The majority of LINKs have spent most of 2008-09 getting up and running
- Those LINKs that have developed more quickly are undertaking the activities they were set up to do.
- The average LINK has 201 members

2.4 Angioplasty Report from PCT:

Copies of PPCI Proposals – Pre-engagement Project by NHS Berkshire West had been circulated prior to the meeting. SM asked the Board if they wanted LINK to consider anything specific at this stage in preparation for the public consultation due to begin in Dec 09, other than including in e-bulletin to raise awareness. The Board agreed to wait for the consultation papers and then decide.

2.5 CQC Workshop notes: Copies of 'Working Together: LINKs Care Quality Commission Workshop 24th Sept 2009' had been circulated prior to the meeting. The Board agreed to invite the area manager to January Board meeting. Board could raise any issues from the RBC Inspection Report JR asked if the LINK were in a unique position to carry out uninvited inspections, which the CQC could identify.

2.6 Invitation from Charles Waddicor for patient experience reporting to PCT managers:

JR volunteered to attend subject to his availability, as he could report on his recent personal experiences of using NHS services. MS volunteered to attend if required. Date of meeting to be confirmed. The board discussed the area of feedback to be covered by JR, one area to be covered was the choose and book system.

2.7 Safeguarding Vulnerable Groups Act 2006:

Copies of 'Briefing for the LINK Board on the Safeguarding Vulnerable Groups Act 2006' had been circulated prior to the meeting. SM introduced the briefing; it was intended to start the board thinking about action required. Paper recommended that Board need to agree an enter and view policy and request CRB checks via the new forms for individuals or whole board. Board agreed to take this forward with a subgroup. Paper recommended having safeguarding as a standing agenda item for the foreseeable future. Board agreed this. Subgroup decisions to be carried forward to next meeting.

2.8 Item update from Dr Lloyd Evans:

Copies of 'Engaging with Communities and Understanding People's views – Research Techniques' and the draft survey were circulated to the Board. SM reported that Dr Lloyd Evans had produced the Research techniques as a helpful guide to LINK of research methods that can be used and was for information to the board. Dr Lloyd Evans had also invited feedback and comments on the first draft of the community survey.

Final

The Board agreed that a sample questionnaire could be tried out with coffee and mince pies at the RVA Volunteer Centre.

Board were asked to review the draft survey and provide feedback and comments to SM by 20/11/09

3. Workplan (New & Existing)

3.1 Update on Diabetes Task & Finish Group:

Waiting for information back from RBH, SM to follow up. SM also reported that a potential patient representative for diabetes network came forward as a result of item in our e-bulletin. Details referred to PCT.

3.2 Update on Dental Task & Finish Group:

MS informed the Board that a meeting was organised for the 26th November, and Dr Lloyd Evans would be invited to attend.

3.3 Issues update for information:

Issues pending requiring further research/work/contact Nov 2009

Circulated prior to the meeting for Board information only. New items included those picked up at the AGM and AGM speak out session.

Care contracts issue – MS advised board that information had been received back from RBC but not ready for meeting and asked for 2 volunteers from board to review the all the information in detail around this issue. Board considered and it was agreed this should circulate to all for review and comment on suggestions for next steps.

DS advised he had been made aware of some issues with the A&E Dept and would follow this up.

3.4 Issues for Board Decisions:

Individual referral around non compliance with DDA and part M of building regulations at RBH. Referrer had advised this is now being dealt with by new facilities manager at RBH and no longer requires LINK to consider taking this forward. Board agreed decision to close the item.

4. AGM feedback/minutes/consider any follow up actions:

Copies of 'Minutes of the first Reading LINK Annual General Meeting' had been circulated prior to the meeting. MS asked that minutes are amended to reflect importance of full community involvement included in his presentation. SM reported that there were in fact 54 attendees and 3 apologies noted. Minutes otherwise agreed.

5. Away Day/Board Training:

Copies of 'Suggested outline for Away Day for Reading LINK Board' had been circulated prior to the meeting. SM circulated a proposal around suggestions, submitted by LINKs Academy. Following discussion, it was agreed that an all day Board meeting would be arranged in February, to include the main aims set up in the outline report:

- Do review of current position for Reading LINK
- Set plans/aims for next 12-18 months
- Include some group sessions/workshops on how to achieve plans/aims
- Include something on communication/messages about LINKs in the community.

Also to identify any training needs the board may have.

Board agreed not to proceed with proposal from LINKs Academy and Spotlight for Diversity proposal at this time.

6 Future Board Meetings:

6.1 Frequency of full Board Meetings:

The Board agreed that meetings would continue to be held once a month except for one in August.

6.2 Chair or roving chair:

The Board agreed that there was a benefit in having a roving chair as it helped in learning and improving skills for all. Board agreed to continue with roving chair and rota with planning meetings

6.3 Board Vacancy:

Final

After discussion, the Board decided that they would not be seeking to co-opt at this stage, but if and when a particular expertise was required, the Board would consider co-opting at that time.

1/3 of board standing down at each election was raised – Board agreed need to consider this and can be added to agenda for the next meeting.

7. Finance:

Financial Update: copies of "Reading LINK - budget to actual – Nov 09 were circulated. The figures are recorded as noted. JR advised pence amounts can be dropped. JR asked what invoices were outstanding; SM advised these related to expenditure for the AGM approx. £400.

8. AOB:

8.1 Commissioning Study day in Luton: SM reported that Nina Sethi had expressed an interest in attending, and asked the Board to approve the £50 plus travelling expenses. This was agreed. SM will also attending this study day. (funded via RVA budget)

SM reported that she had received a response to the bursary application to attend the annual NICE conference on 2nd and 3rd December and asked if any Board member would be interested in attending, although the overnight stay was an additional cost to be considered. No interest registered from those at the meeting. Information to be circulated to all and if not response, SM will advise the organisers that the bursary place cannot be accepted.

The meeting closed at 4:45pm.

Next Meeting of the Board

Monday 14th December at 2.15 pm Main Conference Room at RISC

ACTIONS

1. Arrange for copy of final minutes from Oct to be signed by DS
2. Amend and circulate Community Issues Report
3. Check with NHS Berkshire West extent of information available around Walk-in Centre (SM)
4. Details (hard copy) of PHAB referral to be sent to TH (EH)
5. Invite CQC Area Manager to present at Board meeting in Jan (SM)
6. Include Safeguarding and Enter & View items on agenda for Dec (SM)
7. Progress Pilot of Community survey following comments back from Board (SM)
8. Circulate information from RBC regarding care contracts issues to all Board for review and feedback (SM) (ALL)
9. Amend AGM minutes (SM)
10. Draw up new Rota for Board Meetings and planning meetings (SM)
11. Include 1/3 of board standing down at election process on agenda for Dec (SM)
12. Book Commissioning Study Day (SM)
13. Confirm any interest for NICE Conference/Bursary place (SM)

Chair Rota for Planning Groups & future Board Meetings

Board Planning Meeting for Dec. Meeting

Tuesday 1st December 2009, 9.30am-11am, RISC Room 1
Tony, John Fisher, Nina

Board Meeting

Monday 14th December 2009, 2.15pm- 4.15pm, Main Conference Hall at RISC
Chair – Tony Hall

Board Planning Meeting for Jan. Meeting

Tuesday 5th January 2010 10am, RISC Room 2
Nina, Mary, Harriet

Board Meeting

Monday 11th Jan 2010, 2.15pm – 4.45pm, Main Conference Hall at RISC

Final Nov LINK Board minutes 09/11/09

Final

Chair – Nina Sethi

Board Planning Meeting for Feb. Meeting

Tuesday 26th Jan 2010, 10am, RISC Room 2

Mary, Janet, Sheila

Board Meeting

Monday 8th Feb. 2010, 2.15pm – 4.15pm, Main Conference Hall at RISC

Chair – Mary Jacobs

Board Planning Meeting for March Meeting

Tuesday 23rd Feb. 2010, 10am – Venue to be confirmed.

Janet, Tony Hall, John Shaw

Board Meeting

Monday 8th March 2010, 2.15pm – 4.15 pm, RISC Room 3

Chair – Janet Wignall

Board Planning Meeting for April

Tuesday 30th March 2010, 10am, RISC Room 2

John Shaw, John Rogers, David

Board Meeting

Monday 12th April 2010, 2.15pm – 4.15 pm, RISC Room 3

Chair – John Shaw

Board Planning Meeting for May Meeting

Tuesday 27th April 2010, 10am, RISC Room 1

John Rogers, Malcolm, John Fisher

Board Meeting

Monday 10th May 2010, 2.15pm – 4.15 pm, RISC Room 3

Chair – John Rogers

Board Planning Meeting for June

Tuesday 25th May 2010, 10am, RISC Room 1

John Fisher, Harriet, Tony

Board Meeting

Monday 7th June 2010, 2.15pm – 4.15 pm, RISC Room 3

Chair – John Fisher

Board Planning Meeting for July Meeting

Tuesday 22nd June 2010, 10am, RISC Room 1

Harriet, David, Nina

Board Meeting

Monday 5th July 2010, 2.15pm – 4.15 pm, RISC Room 3

Chair – Harriet Hall

Board Planning Meeting for Sept meeting

Monday 6th Sept 2010, 10am, RISC Room 1

David, Sheila, Malcolm

Board Meeting

Monday 13th Sept 2010, 2.15pm – 4.15 pm, RISC Main Hall

Chair – David Shepherd

Board Planning Meeting for Oct meeting

Final Nov LINK Board minutes 09/11/09

Final

Monday 27th Sept 2010, 10am, RISC Room 1
Sheila, Tony, Mary

Board Meeting

Monday 4th Oct. 2010, 2.15pm – 4.15 pm, RISC Room 3

Chair – Sheila Booth

Board Planning Meeting for Nov Meeting

Tuesday 19th Oct. 2010, 10am, RISC Room 1

Tony, Janet, Malcolm

AGM W/C 18th OCT – All to be confirmed.

Board Meeting

Monday 8th Nov. 2010, 2.15pm – 4.15 pm, RISC Main Hall

Chair – Tony Hall

Board Planning Meeting for Dec meeting

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

Malcolm, John Fisher, Harriet

Board Meeting

Monday 6th Dec 2010 2.15pm – 4.15 pm, RISC Room 3

Chair – Malcolm Stone

Other Events/Meetings

- PCT Health Network Meeting Newbury
Tuesday 17th November 6pm-8pm. Confirm attendance to PCT if interested.
- X3 Berkshire LINKs Interim Meeting
19th November 2009 10am, Room 2 RISC

Dental T&F Group Meeting
26th Nov. 10am, RISC Room 2
Malcolm, David, Sheena, Rachel, Elaine & Sally
- X3 Berkshire LINKs quarterly Meeting
15th December 2009 10am – Room 1 RISC