

Reading LINK Board Meeting 8th Nov 2010

Held at RISC, Main Hall

Present:

Sheila Booth (SB)
John Fisher (JF)
Tony Hall (TH)
Michael Heath (MH)
Caroline Langdon (CL)
John Rogers (JR)
Subrata Saha (SS)
John Shaw (JS) Chair
David Shepherd (DS)
Janet Wignall (JW)
Alison Whyte (AW)

Sheena Masoero (SM)	LINK Coordinator
Paul Harper (PH)	LINK Support
Elaine Holloway (EH)	LINK Development Worker
Rachel Spencer (RS)	RVA
Jagdeep Hunjan (JH)	LINK Administrator

1. Minutes of the last Board meeting 4th Oct 2010:

1.1 Welcome & apologies: JS welcomed the newly appointed LINK Board members MH, CL, SS and AW and introductions were made.

Apologies: Mary Jacobs, Janet Wignall

1.2. Minutes from 4th October 2010:

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

1.3 Matters Arising: Revisit the subject of ULO's – to be a future agenda item – LINK – to define criteria.

1.4 Actions:

SM reported that all actions were complete or in progress and to note action 8 and 12 as outstanding:

Action 5. TH to pull out key matters from ROPP older peoples strategy for inclusion in the Nov/mid December e-bulletin.

Action 6 SM to send out copies of amended OSC letter to the Board.

Action 7. Inviting John Littlefair and Irene Cameron for an update of the host contract: RS reported that she had been contacted by Irene Cameron who confirmed that the contract would be extended for a year, and the budget will be announced at the end of November.

Action 8. BHFT Next Generation Care – A formal response to be prepared and circulated for board comment/addition before being sent off.

Action 12. SM to distribute the notes of the x3 LINKs meeting when available.

2. Post AGM Actions:

Copies of 'Agenda item 2- LINK Board meeting 8th Nov 2010' had been previously circulated.

2.1 Welcome new Board members/Training & support:

Copies of the LINK Governance Documents (Oct 2010) were given to new Board members. JS asked the new Board members to contact SM if there were any particular training needs or questions that they wanted answered.

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2.2 Frequency of Board meetings: SM reported that as LINK has become more established, more Board time has been required to attend other necessary LINK meetings as well as support work of the T&F and sub-groups, resulting in more demands being placed on Board time. The proposal that frequency of Board meetings be reduced to 6 per year was agreed. TH and DS asked that as an interim between meetings, LINK staff would need to keep the Board informed with mini updates. JR advised that the Board made a proviso that everyone read the paperwork and minutes before they arrive for the meetings and also to stay within the time constraints. SB felt that it was useful to invite a guest speaker at each meeting. Board members urged to make note of given dates in their diaries.

2.3 Chair/Roving Chair: The Board agreed to continue with a roving chair. SM to circulate chairing skills document to new Board members.

2.4 LINK Board representatives on external Committees: This item had been included for the Board to check relevance of the LINK involvement on each committee and identify/agree representatives for the forthcoming year.

The following representatives were confirmed:

- Healthier Reading Partnership (HRP): SB
- Reading Older People's Partnership (ROPP): TH to continue representing
- RBHFT Patient & Public Involvement Stakeholder Group: DS to continue representing
- Clinical Governance Committee at RBHFT: DS and Tony Lloyd (West Berks LINK) jointly represent at this committee
- Health Housing and Community Care Scrutiny Panel: AW to represent upon outcome of protocol
- NHS Berkshire West Board Meetings: DS to continue
- NHS Berkshire West PPI meetings: DS and TH to continue
- Berkshire Healthcare FT: TH to represent at next meeting on 2nd Dec and could open to include representatives from the wider LINK, following the Interested to Involved event. TH to check his diary and if he can not make it, DS will represent
- RBC Adult Social Care: JW to continue
- Reading LINK Safeguarding Committee: SB to be joined by JS and DS

2.5 – Away Day/ Work planning for 2011: SM reported that Helena Poldervart was available to facilitate a suggested Away Day for the Board, at a cost of £450 per day plus VAT and expenses. The Board approved this expense and agreed 24th January 2011 as the Away Day. MH, AW and TH to form the planning sub-group. SM to confirm with Helena and inform them on availability dates- 13th or 15th Dec.

3.Future Workplan/Allocation of Budget: Copies of 'Proposal of allocation of LINK Board funds to take forward the issues raised by the LINK Community Survey – Nov 2010 ' had been previously circulated. The current ongoing task and finish projects are expected to close by end of Dec 2010, and project work exploring issues identified by the community survey will begin in Jan 2011, and will likely go beyond the year end March '11. Four specific areas identified in the survey results are: Mental health, hospital outpatients- being seen on time, Access to NHS Dental Services, and Social Service provision. The Board agreed that analysis of returns from the Audit commission etc to help inform the proposed work, would be carried out by SLE. RS distributed copies of the 'Reading LINK budget to actual for Nov 2010'. In summary, there was £46,321 of LINK Board money yet to be allocated. It was suggested that the Board take forward £15,000 towards a transition Support fund, and £20,000 towards the Mental Health Service project work, and £11,000 left towards social care provision and the hospital outpatients issues. RS highlighted that it was not set in stone, and was subject to change. The transitional support resource would be adjustable to future projects budget. The Board were content to progress with current level of work on the basis of these figures, would continue with additional work with the proviso that Board members be addressed as leads. All members were asked to indicate what specific area out of the four items they would like to be involved in. SM to forward copies of the full survey results to new Board members. RS to circulate a revised budget allocation summary and a draft letter to RBC reflecting these plans.

4. Work plan (Existing)

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

Lack of provision to specialist care homes: The Board agreed that this feedback is included in the proposed work around mental Health issues raised in the survey.

Lack of ongoing support from the Community Mental Health Team: The Board agreed that this feedback is included in the proposed work around mental Health issues raised in the survey.

Choose & Book: In light of no volunteers coming forward for this Task & Finish group, the Board agreed that this remains an item on the workplan for regular review against priorities, but work will not be progressed at this time.

4.2 Update on Issues for Information: Distributed previously to Board for Information - Noted by Board. Board agreed that issue 46 (4 areas of concern around mental health provision) and issue 45 (Inappropriate prescribing of benzodiazepines resulting in increased falls in the elderly) are also included in the proposed work around mental Health issues raised in the survey.

4.3 Update from T & F Groups: Distributed previously to Board for Information - Noted by Board.

Dental Access: DS reported that Paul Batchelor (NHS Berks West) would attend meetings post report to discuss aspects, and would be happy to work with Berkshire LINKs to engage communities and exchange information regarding social marketing aspects.

Eye Appointment system: DS reported that there was funding available and RBH was interested to meet with LINK task & Finish.

DS gave a verbal report on the meeting with the PCT Strategy Board meeting.

Key points included:

- New Board meet 3 monthly
- Transition progress of Community Services
- Berkshire Health Trust surveys on patient treatments raised red highlighted issues. PCT anxious to know what Berkshire Healthcare are doing about it
- Financial status at the RBH. £10 million overspend.
- GP commissioning being put in place, 4 sub-groups into 1 group
- Health bill released in Dec '10
- NHS Health commissioning Board to become Health/Wellbeing Board across Berkshire from April '11.

DS also reported on PPISHG Meeting at RBH, he is concerned about the agenda items being covered at the meeting and their relevance to the wider group and will address these concerns with Mel Rogers at a forthcoming meeting.

5. Actions from Board Away Day & July '10 Ref Group Event:

Copies of "Reading LINK Board Objectives for 2010/11 (Identified at Away Day March 2010)" JR asked that this report be used to highlight shortfall areas that have not been progressed and why. The Board agreed that the Away Day planning group would focus on this.

6. Update on the LINK

6.1 Summary of Host Engagement Activities:

Copies of 'Summary of Host Engagement Activities Oct/Nov 2010' had been previously distributed for Board information. This was noted

6.2 Finance Update:

This item was covered in agenda item 3.

7. AOB:

The Board agreed that a Christmas buffet lunch should be organised before the December Board meeting on 6th Dec '10. Time to be confirmed

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The meeting closed at 4:15pm.

Date of next meeting: 6th Dec 2010.

Actions:

1. Oct minutes to be signed off by SB
2. SM to include ULO – as an agenda item for the Dec meeting
3. SM to confirm with Helena and inform Away Day planning group on availability dates- 13th or 15th Dec.
4. TH to pull out key matters from ROPP older people's strategy, so this could be included in the next mid Nov /mid Dec e-bulletin.
5. SM to send to JR, a copy of the 2 page summary of the Community survey circulated at the (AGM).
6. BHFT Next Generation Care - Response to public consultation – SM to prepare a formal response and circulate for comment/addition before being sent off.
7. SM to forward copies of the full survey results to new Board members.
8. RS to circulate a revised budget allocation summary and a draft letter to RBC reflecting these plans.

Diary Dates:

Board Meetings

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

Chair – Tony Hall

Board Away Day – Monday 24th January 2011, RISC, Main Hall (10am – 4pm)

Monday 7th Feb 2011, 2pm Macdevitts Studio, South Street Arts Centre, South Street

Chair – John Rogers

Monday 11th April 2011, 2pm, Macdevitts Studio, South Street Arts Centre, South Street

Chair - Janet Wignell

Monday 6th June 2011, 2pm, Macdevitts Studio, South Street Arts Centre, South Street

Chair – John Fisher

Monday 4th July 2011, 2pm, Macdevitts Studio, South Street Arts Centre, South Street

Chair – David Shepherd

Monday 5th Sept 2011, 2pm, RISC, London Street, Room 3

Chair - Alison Whyte

Monday 7th November 2011, 2pm, London Street, Room 3

Chair – Sheila Booth

Board Planning Meeting for Dec Meeting

Tuesday 23rd Nov. 2010, 9.30am RISC Room 1

John Shaw, Tony

2011 Board Planning Meetings

Planning meeting for 7th Feb 2011 Board Meeting

Tuesday 25th January 10.30am, RISC Room 1

John Rogers, Tony Hall, Janet Wignall

Planning Meeting for 11th April 2011 Board Meeting

Tuesday 8th March 10.30am, RISC Room 1

John Rogers, Janet Wignall, John Fisher

Planning Meeting for 6th June Board Meeting

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**Tuesday 10th May 10am, RISC Room 1
Janet Wignall, John Fisher, David Shepherd**

**Planning Meeting for 4th July Board Meeting
Tuesday 21st June 10am, RISC, Room 1
John Fisher, David Shepherd, Alison Whyte**

**Planning Meeting for 5th Sept Board Meeting
Tuesday 9th August 10am, RISC, Room 1
Alison Whyte, David Shepherd, Sheila Booth**

**Planning Meeting for 7th November Board Meeting
Tuesday 4th October, 10am, RISC Room 1
Sheila Booth, Alison Whyte, TBC**

Berkshire Healthcare NHS Foundation Trust Governors meetings:

09th Dec 2010

16th Feb 2011

18th May 2011

21st Sep 2011 followed by AGM

07th Dec 2011