

## Reading LINK Board Meeting 4<sup>th</sup> October 2010

Held at RISC, Room 3

### Present:

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

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

**Guests:** Garry Nixon (GN) – Berkshire Healthcare NHS Foundation Trust, Sally Lloyd Evans (SLE)

### 1. Minutes of the last Board meeting 13<sup>th</sup> Sept 2010:

1.1 Welcome & apologies: SB welcomed GN and SLE.

Apologies: Mary Jacobs, Rachel Spencer, John Rogers

#### 1.2. Minutes from 13<sup>th</sup> Sept 2010:

8.1 JF requested an amendment as follows: 'JF felt that there was under- usage.....' should read 'If there was under-usage of buildings at prospect park, it had not been quantified'

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

**1.3 Matters Arising – OSC Letter:** Copies of a draft letter for Board approval to OSC had been distributed for the Board to agree and decide who the letter should be from and who it should be addressed to. The Board agreed that the letter should be sent on behalf of the Board to members of OSC and cc'd to the CEO of RBC. SM to amend OSC letter as per comments.

### 1.4 Actions:

SM reported that all actions were complete or in progress and to note:

Action 2. To draft a response to CQC on the issue of spirituality JR to action

Action 3. To invite Daisy Benson to attend a future Board meeting in her new role as lead councillor – No confirmation yet to e-mail invites via secretary.

Action 4. Meeting with Ed Donald new date offered for 3<sup>rd</sup> December 11am-12md. DS, SB, JF and JW confirmed their attendance. Board agreed SM to publish the invite in the Nov e-bulletin.

Action 6. John Littlefair and Irene Cameron to be asked for an update of the host contract in Board meeting in November.

Action 7. EH will be attending a ULO meeting on 14<sup>th</sup> October and will report back at the Nov. Board meeting.

Action 10. TH to forward key matters to report from ROPP older people's strategy for the next e-bulletin.

## 2. Transfer of PCT Provider Services to Berkshire Healthcare NHS Foundation Trust (April 2011):

### 2.1 Overview from Garry Nixon BHFT:

GN described the community provider services which included services such as district nurses, community hospitals, West Call and children's health, would be transferred to BHFT from April 2011. Currently Monitor are undertaking a detailed review to assess the long term viability of the transaction before the transfer takes place in April 2011. GN took several questions from the

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Board, which covered staff numbers to be employed by the Trust and use of premises in light of proposed changes under the Next Generation consultation.

## 2.2 Discussion – what arrangements with BHFT would LINK find helpful in future?

GN then went onto ask the Board how they would want LINKs to be involved in the future. In summary- important aspects were about need to continue to receive information about nature of any changes, establish future points of contact and maintaining external relations to ensure robust process for any consultations/communications etc. It was also agreed that the findings from the LINK Community Survey would be beneficial to share with GN.

PH and TH expressed their concern that there was existing difficulty liaising with the x3 Local Authorities, and asked if the Trust were planning to increase their engagement capacity. GN said that he would take that away as a piece of advice.

GN was thanked for his attendance and left the meeting.

## 3. BHFT Next Generation Care – Public Consultation:

**Response to public consultation:** SM reported that the closing date for a response was 30<sup>th</sup> November, and asked the Board if they wished to make a formal response. It was agreed that a formal response would be prepared and circulated for comment/addition before being sent off.

## 4. Outcome of LINK Community Survey:

### 4.1 Analysis Report from Sally Lloyd Evans

Copies of the 'Draft Community Engagement Survey Analysis – Reading LINK Summary Report Sept 2010', and Community Engagement Survey – summary for the Board, 4<sup>th</sup> Oct 2010 by SLE' had been distributed to the Board.

Four specific issues were identified, and the Board was asked to consider if these should be explored further through the development of Task and Finish Groups:

1. Mental Health Services – Access and Information
  - Provision of services across Reading
  - Referral system – waiting times?
  - How do people find out about services available?
  - Are there any youth-focused services?
2. 'Hospital Outpatients - Being Seen on Time (long waiting lists, delays and misdiagnosis)
  - Explore current waiting lists for routine appointments at RBH
  - Examine a particular department as a case study
  - Investigate the process for referrals – how are waiting lists managed?
3. Access to NHS Dental Services – (already a Task and Finish Group)
  - The survey reinforces the fact that people lack information on how to find an NHS dentist and what care they are entitled to
  - People still report difficulties in finding a dentist
4. Social Service Provision – Access to Information and Support
  - How do people find out about social care services in Reading?
  - How do people find out what they are entitled to (including grants and respite services)?
  - Many problems arise from misinformation or a lack of easily accessible information in a range of media (with consideration given to the **elderly**, non-English speakers and those with special needs). How can this be improved across social services?

JS gave thanks to SLE on the production of an excellent report, Board agreed report. JF commended that the summary report with the four areas identified, captured the whole survey at a glance.

SLE agreed to produce a two page executive report on the Community engagement survey for the AGM.

SLE accepted the invitation to give a presentation at the AGM.

#### 4.2 Identifying issues to take forward as T & F projects:

Board discussed how the areas could be taken forward: Suggested that Gary Briggs would be invited to give a presentation to address the issues raised around information, as he is leading a project for RBC on having a single point of contact.

EH to circulate leaflets on IAPs service from the Talking Therapies, as EH reported that this service had space to take patients, for which people could self refer.

Board agreed that all areas required some further work, however some areas are large which may not be best addressed via T&F group work in light of limited capacity to support these groups. It was agreed host staff would review all existing T&F group items and potential new items from the survey and look at how these can be supported going forward and report back at the next Board meeting.

#### 4.3 Survey to continue or close:

The Board agreed to close the survey for now.

### 5. Allocation of existing budget:

5.1 Project Plan: Copies of "Impact" Project – update for LINK Board-4<sup>th</sup> October 2010 had been distributed to the Board. It was agreed to defer the full scope of the project plan for the Board meeting in November, as full scoping exercise is required. SLE would be available to work on this project 1 day per week term time, if this were required.

### 6. Work plan (New & Existing)

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

Access to Treatment for those with MS: The Board agreed that LINK accept the response from RBH and confirm with them that LINK will continue to monitor progress. Board agreed T&F group should move towards drafting the final report on this issue.

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

6.3 Update from T & F Groups: Distributed previously to Board for Information - Noted by Board, no comments raised.

### 7. Implications of White Paper/Healthwatch

Copies of "White paper liberating the NHS – Response to Consultation", and 'White Paper Liberating the NHS' had been distributed, and the Board was asked to endorse the comments made by Berkshire West LINK and Wokingham LINK. DS gave a verbal overview of his activities with the SE LINKs, stating that John Needham had been formally selected as the overall chair of the SE LINKs Chairs group, and Peter Rush was replacing Dave Shields, as the Regional DH LINK Lead. After deliberation, the Board agreed to endorse the Wokingham response and the comments of South East LINKs Network. Board was asked to send their comments to Sheena, to incorporate and send with Reading response.

### 8. Update on the LINK

#### 8.1 Summary of Host Engagement Activities:

Copies of 'Summary of Host Engagement Activities Sept/Oct 2010 had been previously distributed for Board information.

#### 8.2 X3 LINKs Update:

DS gave a verbal report on the meeting with the X3 LINKs, key points included the work on the Care for the Future being undertaken by NHS Berkshire West, East Berkshire and Buckinghamshire primary care Trusts and x3 Links work on gathering information about the reporting of SUI's – a sub –group has been agreed an will be meeting at the end of the year to review progress and issue a report. Minutes to be circulated when available.

DS also reported on his attendance at the NHS Berkshire West Board Meeting – key points: PCT's will cease to function in 2013 and SHA's in by March 2012.

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Transfer of provider services to BHFT is on track.

General concerns raised at the meeting about child protection vacancies and child services in general.

CW – now on 4-day secondment to SHA, with Helen Mackenzie stepping into CEO role.

Infection rates down for MRSA but up for C.diff (but this maybe be due to enhanced testing/reporting in the trust)

Maternity services have been subject of a detailed review.

Reports included all the areas where the PCT has consulted on this year – quite extensive.

Finance – surplus of £1.6million. Referrals are above target for RBH.

### 8.3 Away Day & Event Objectives – Verbal:

SM reported that there were no changes to report to the Away Day Objectives, but planning group had agreed that the actions from the Reference Group Event – Interested to Involved, can be amalgamated into this document. Board accepted.

### 8.4 AGM Update – verbal update:

SM reported that 18 responses to the invites had been received so far. 3 nomination interests have been received and 1 possible. All have to be contacted and meetings arranged. Closing date for nomination is 5pm 15<sup>th</sup> October.

The AGM planning meeting will be held on 6<sup>th</sup> October. JW and DS attending.

SLE accepted the invitation to give a presentation on the results of Community Survey.

JS volunteered to present the LINKs activities covered in the Annual Report.

**8.5 Finance Update – verbal update:** Formal update no provided at this meeting as very little change since last Board meeting.

## 9. AOB:

**9.1 HRP Update:** NS reported that she would be attending the HRP meeting on 5<sup>th</sup> October and she will be confirming her resignation from the LINK Board. Therefore a new LINK Board representative would need to be identified. SB indicated interest and this would be confirmed following the LINK AGM in November. DS thanked NS on behalf of the Board, for representing Reading LINK at the HRP and all her contributions to the Reading LINK.

The meeting closed at 4:50pm. Date of next meeting: 8<sup>th</sup> Nov 2010.

### Actions:

1. Sept 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.
4. EH to report on meeting with Melissa Wise/ULO event – to find out ULOs exist locally.
5. TH to pull out key matters from ROPP older people's strategy, so this could be included in the next e-bulletin.
6. SM to amend OSC letter as per comments.
7. SM to invite John Littlefair and Irene Cameron for an update of the host contract in Board meeting in November.
8. BHFT Next Generation Care - Response to public consultation – SM to prepare a formal response and circulate for comment/addition before being sent off.
9. EH to circulate leaflets on IAPs service from the Talking Therapies.
10. SLE agreed to produce a two page executive report on the Community engagement survey for the AGM.
11. Implications on the White Paper/Healthwatch - Board members to send their comments to SM and response to be sent asap.
12. SM to distribute the minutes of the X3 LINKs meeting when available.

### Diary Dates:

**Board Planning Meeting for Nov Meeting**

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

Final approved  
**Tony, John Shaw, Sheila**

**AGM 2<sup>nd</sup> November 2010 – 5.00pm -7pm**

**Board Meeting**  
**Monday 8<sup>th</sup> Nov. 2010, 2.00pm 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, 2.00pm, RISC Room 3**  
**Chair – John Shaw**

**Other Events/ Meetings:**

- **5<sup>th</sup> October – Healthier Reading Partnership Meeting**
- **6<sup>th</sup> October 10am-12md – LINK AGM Planning Meeting**
- **7<sup>th</sup> October 10am – RBH PPISHG Meeting at RBH**
- **19<sup>th</sup> October 2pm –ROPP meeting**

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

**Berkshire Healthcare NHS Foundation Trust Governors meetings:**

**09<sup>th</sup> Dec 2010**

**16<sup>th</sup> Feb 2011**

**18<sup>th</sup> May 2011**

**21<sup>st</sup> Sep 2011 followed by AGM**

**07<sup>th</sup> Dec 2011**