

Reading LINK Interim Board Meeting 12th October 2009

Held at RISC, Main Conference Room, Reading

Present:

Clare Palmer (CP)	Individual
David Shepherd (DS)	Individual (Chair)
John Shaw (JS)	Princess Royal Carers Trust
John Rogers (JR)	Faith Forum
Jan Rothwell (Jan R)	Citizen's Advise Bureau
Nina Sethi (NS)	Sakoma
Malcolm Stone (MS)	Reading Federation of Tenants and Residents Association
Mary Jacobs (MJ)	Reading Children's & Voluntary Youth Services
Tony Hall (TH)	Individual

Rachel Spencer (RS)	Reading Voluntary Action
Sheena Masoero (SM)	LINK Coordinator
Elaine Holloway (EH)	LINK Development Worker
Jagdeep Hunjan (JH)	LINK Administrator (Secretary)

Dr Sally Lloyd Evans (SLE) LINK Researcher

Apologies: Janet Wignall

DS opened the meeting and welcomed all present, especially SLE.

1. Minutes of the last Board meeting 14th September 2009

1.1 Minutes: There was an error of omission of JR as present for this meeting. This was noted. The minutes were agreed. A copy of the approved minutes will be passed to JS for sign off.

1.2 Matters Arising: None

1.3 Actions: SM gave a brief reported on all actions and DS accepted all actions as completed.

2. Update on the LINK

2.1 Introduction of Dr Sally Lloyd Davis:

SLE distributed copies of her report on 'Oral Health and Dentistry in Reading: Preliminary Report for Reading LINK' for information. She advised that the statistical data in her report was obtained to provide a snapshot from overlapping different sources. The report highlighted the following;

Potential Scope for Engaging the Voices of the Community via Reading LINK:

How might Reading LINK explore the views of local people?

- Reading LINK could help engage the communities being researched in a two-way process of understanding community views and increasing awareness of oral health and NHS dental services via outreach with a focus on social groups and communities likely to have greater needs.

Possible methodology:

- Further research on inter-Reading dental issues
- Consultation with key stakeholders such as the PCT and dentists etc.
- Reading-wide online questionnaire survey to gain views on dental services in Reading (needs to be widely promoted but will only capture a proportion of population)

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- Identify particular areas of need through surveys (to assess local accessed NHS care; perceptions of access and gaps in provision; expectations and views on oral health; quality) in areas of potential need via:
 - Pre-schools
 - Mums and toddler group
 - Libraries
 - Sports and Community Centres
 - Local primary schools
 - GPs surgeries
 - Community centres
 - Reading wide events

- Focus groups to understand in more depth the issues highlighted in the surveys.

MS suggested that SLD should include in her research the restrictions that are placed by PCT on dental practices undertaking dental work. Jan R suggested that LINK will need to ensure that PCT are consulted. MS commented that JCC tenants sounding board of 800 could be used in surveys, but TH raised a reservation.

JS congratulated SLD on her first report to the Board. The Chair passed that MS and DS would meet as part of the Task and Finish group and work with SLD, to progress this project.

2.2 Summary Of Host Engagement Activities:

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

SM reported that a NHS Berkshire West Health Network meeting was attended to gain information on current PCT activities: Transforming Community Services (Public consultation planned for Nov 2009, this programme is about creating high quality, modern responsive community services to meet the changing needs of our society); PCT Prioritisation Framework (An outline of PCT processes for prioritisation of services – this is planned to be sent to all Health Network Members and patient forums); and Emergency angioplasty services in Berkshire (Public consultation across South Central planned for end 2009, early responses gathered at the Health Network Meeting supported options 2 or 3).

SM reported attending a Care Quality Commission workshop on working with/supporting LINKs. This event was attended by approximately 60 people representing over 40 LINKs. Reading LINK T&F group work was included in the presentations at the start of the meeting and well received.

CQC – New powers – all providers of health and adult social care have to register with CQC.

NHS providers from April 2010

Adult social care in Oct 2010

Primacy Medical and dental services from 2011

CQC has a duty to work with LINKs. Annual health checks – now changing into ongoing feedback including LINKs.

Each area has a CQC Assessor and Inspector – SM suggested inviting local area manager to future board meeting to provide a CQC update and to meet Reading LINK. This was agreed.

EH reported that she was due to attend a meeting of 6 hosts with Berkshire Healthcare Trust and asked for board's guidance as to inviting the Berkshire Healthcare CEO to meet the Board. This was agreed.

2.3 Berkshire LINKs Meeting Update:

DS reported that the meeting held on 30th Sept, was not very positive. The proposal was reviewed first by LINKs and then by PCT. PCT were then going to revisit some elements. All LINKs need to individually consider approach to committee representatives and processes for working on projects with PCT. TH and DS suggested an interim meeting in November to discuss the way forward at future meetings.

JS advised that the Board should express its concern that other LINKs must see effectiveness of working together.

2.4: HHCC Scrutiny Update:

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Copies of Housing, Health and Community Care Scrutiny Panel 18th Sept 2009 were circulated. MS reported that work on the Battle health and Wellbeing Centre was yet to commence scheduled for completion in summer 2011. Chair of that meeting commented that it was an important for this item to remain on their agenda.

South Reading Service provision: was recognised as a higher level of health need than other parts of Reading. South Reading Service being relatively constrained by the premises it occupies, the development of the Shinfield Surgery has eased the situation to some extent – but it is recognised that the development of health service provision in the area is still a priority in terms of health inequalities and HHCC would like to work with the Reading Borough Council and third sector to build on existing initiatives.

MS reported that the Walk in Centre at Broad Street Mall opened on 10th August 2009, and was providing widespread benefits to the people of Reading. 1900 patients had been treated in 35 days. 15% of these were not registered with any Reading GP, and 20% were those who were availing the services as commuters/visitors in Reading.

HHCC will receive future reports on impact of Broad Street Mall Walk in Centre.

2.5 ROPP Feedback:

CP gave feedback on ROPP Event from 29th in the morning and committee meeting in the afternoon, which she attended in place of TH. From the discussions at the event around the big care debate the main issue raised seemed to be lack of information. From the meeting on the afternoon, it highlighted that there needs to be a single point of contact/consistency of committee representatives. Date of next ROPP meeting to be confirmed to TH.

2.6 Healthier Reading Partnership Feedback:

NS reported that a discussion took place regarding having deputy representatives. It was decided that if a member did not attend 3 consecutive meetings, they would need to address the issue. Options for funding the Big Care Debate were also discussed. (SM reported that information about the Big Care Debate had been published on the LINK e-bulletin 6.) Nina informed HRP of potential that LINK would be looking at dental issues as next project.

2.7 LINK Information leaflet:

Copies of the revised draft Information leaflets had been circulated. SM reported that comments from the September Board meeting had been taken into consideration in the revised leaflet. JS moved and the Board agreed to proceed with producing and printing this leaflet, subject to minor changes and agreement of front cover wording. JS to lead on preparation for final print.

3. Workplan (New & Existing)

3.1 Update on Footcare Task & Finish Group:

The Board approved the final report with some minor amendments. The Board agreed that the report should be circulated to the PCT, RBC and other LINKs. As standard practice, a press release would not be considered until after the outcome of recommendation/s were known, in this case until after the PCT Footcare Review has been completed.

3.2 Update on Diabetes Task & Finish Group: DS reported that a meeting had taken place with diabetes operations staff at RBH on 5th Oct – whilst areas we were asking about were discussed RBH staff wanted more information on WEBDAG, as they had been trying to get involved but had not been successful. So this has raised more concerns to be looked.

3.3 Issues update for information:

Issues pending requiring further research/work/contact. For Board information only Oct 2009

Circulated prior to the meeting for Board information only. No comments made from Board.

Care contracts issues from CAB – SM reported of contact from James Corrigan from RBC, who are running a formal project to implement robust and transparent contract quality and performance monitoring policies and procedures, together with the development of assessment and accreditation criteria for providers. They have enquired if the LINK would consider a representative from the LINK sitting on this project's reference group, as there was a synergy with the care quality issue LINK is looking at. Board discussed, suggested information was sent to Jan R to potentially seek an

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appropriate representative from CAB, if this is not successful JR may consider as he has experiences of commissioning care contracts and experiences can be helpful as there can often be hidden issues.

3.4 Issues for Board Decisions:

Issues pending decisions by LINK Board – Sept 2009

Circulated prior to the meeting. Board guidance and decisions required on the following:

Berkshire Autistic Society referral: Final report agreed and Board approved it for circulation to RBH, PCT and other LINKs.

Reading Dental Practice referral: The Board agreed that following further research by SLD, a Task & Finish group will be formed and other Berkshire LINKs will be informed about the project.

RAHAB referral: This issue was placed on hold for 6 mths in light of the opening of the Broad St Mall Walk in service – now needs review by board. Board agreed to review in Jan 2010 by asking PCT if their data shows that services provided over 6 months in the walk- in facility have impacted this issue at all.

Access Forum referral: This issue was placed on hold and for review in Sept 09 – A full update was provided to HHCC Scrutiny in Sept 09 - Copy of report to HHCC scrutiny committee Sept 09 had been circulated to board. Board agreed this item was a watching brief only.

3.5 Community Issues Report:

Copies of Reading Local Involvement Network (LINK) Community Issues/Feedback Report 1 were circulated to the Board for approval. SM moved that the report be signed off as completed at the end of September and move forward with the format – which should have an action column/or a Board decision column. It was agreed that the report would be circulated to the all statutory bodies, and published on the LINK website, via the LINK e-bulletin and other local LINKs.

4. Update on AGM Planning:

SM reported that the AGM planning meeting was held with the sub-group – MS & TH & Jan R. The Board endorsed the sub-group's decisions. Copy of the First Annual General Meeting Agenda/Programme and Candidate profiles had been circulated.

5. New Board:

5.1 Future Meeting Dates:

MS agreed to chair the November meeting on the 9th November 2009.

TH agreed to chair the December meeting on 14th December 2009

Volunteers to be sought for the 2 planning meetings.

5.2 Supporting New Board members: DS and MS volunteered to hold a welcome questions and answers session for the new Board members before the November Board meeting.

5.3 Away day: Board agreed ½ Away Day would be good before end of year. MS and DS volunteered to form a sub group to plan requirements. JR suggested Myer Briggs Training should be looked. Spotlight on Diversity could be included and concillico/LINKs Academy could be considered.

6. Finance:

Financial Update: RS circulated copies of "Reading LINK - budget to actual – Second Qrt 09/10. The figures are recorded as noted.

RS asked the board to consider increasing the level of expenses sign off that can be carried out by host from £15 to £50 before referral to board. This was discussed and increase to £50 limit was agreed.

7. AOB:

JR asked to thank the departing members – Jan Rothwell and Clare Palmer for their hard work and wished them well in the future.

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SM circulated copies of 'World Class Commissioning Feedback survey Form Year2' and asked that PCT had asked for feedback. Responses requested before next meeting, SM will collate and feedback via on-line submission form.

RS wanted board to note that pregnancy crisis issue would be picked up later by SLD but maybe more complex to work through.

The meeting closed at 4:30pm.

Next Meeting of the Board
Monday 9th November at 2.15 pm.

ACTIONS

1. Arrange for copy of final minutes to be signed by JS
2. Arrange T&F Group Meeting for Dental Project SM
3. Invite CQC Area Manager to future Board Meeting SM
4. Invite Berkshire Healthcare CEO to future Board Meeting SM
5. Confirm date of next ROPP meeting to TH. SM
6. Progress final items for printing of LINK Information leaflet JS/SM
7. Circulate final report of Toe Nail Cutting Project
8. Circulate final report of BAS Issue
9. Care Contract Issues – RBC Invite for Ref Group – Info to Jan R. SM
10. Amend and circulate Community Issues Report
11. Arrange sub group meeting for supporting new board and planning away day
12. Seek volunteers for next board planning meetings

Chair Rota for Planning Groups & future Board Meetings

November Board Planning Meeting
Tuesday 3rd Nov 10 am RISC RM 1
(MS + 2 volunteers required)

November Board Meeting
Monday 9th November 2.15pm RISC Main Conference Hall
MS to Chair

December Board Planning Meeting
Monday 30th November 10 am RISC RM 1
(TH + 2 volunteers required)

Other Events/Meetings

PCT Health Network Meeting Newbury
Tuesday 17th November 6pm-8pm. Confirm attendance to PCT if interested.

X3 Berkshire LINKs quarterly Meeting
15th December 2009 10am – Venue to be confirmed.