

# Reading LINK Board Meeting 11<sup>th</sup> April 2011

## Held at RISC Room 3

### Present:

Sheila Booth (SB)  
John Fisher (JF)  
Caroline Langdon (CL)  
Subrata Saha (SS)  
John Shaw (JS) (part meeting)  
David Shepherd (DS)  
Janet Wignall (JW) Chair

Sheena Masoero (SM) LINK Coordinator  
Jagdeep Hunjan (JH) LINK Administrator

### Guest Speakers:

**Dr Elizabeth Johnston (DEJ)– South Reading Consortia**

## 1. Minutes of the last Board meeting 7<sup>th</sup> Feb:

### 1.1 Welcome & apologies:

**Apologies:** Mary Jacobs, John Rogers, Tony Hall, Richard Corbett, and Suzanne Westhead  
The Chair welcomed Dr Elizabeth Johnston to the meeting

### 1.2.Minutes from 7<sup>th</sup> Feb:

To record JR's opening remarks about acoustics in the Macdevitts Studio were very bad, and he apologised if he was unable to hear fully. Noted as not a good venue for this reason.

Page 1 1.4 typo name Daisy Benson not Brown, and 'support for informal care'- not 'are'

Page 4 – Action 1 – typo –should read Dec.

Page 4 – JR Highlighted that the way the questions were asked in consultation- would mean responses were skewed.

JW suggested that guest speaker notes be recorded as appendix to future Minutes of the Board meetings. This was agreed as a trial.

Venue for the next Board meeting on 6<sup>th</sup> June will be confirmed. The planning meeting for this will be on the 24<sup>th</sup> May at RISC.

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

**1.3 Matters Arising:** Copies of 'Transforming Adult Social Care Services- note to care partners from Suzanne Westhead and Rob Poole' had been distributed for information as to the outcome of the public consultation. DS suggested that the Board would need to keep an eye as to how things progress with time.

### 1.4 Actions:

SM reported that all actions were complete.

SS reported that she had written to Daisy Benson for information on Family support for the ethnic communities, but had not had a response. SM to chase with DB

## 2. GP commissioning/Consortia Dr Elizabeth Johnston (Report attached at appendix 1)

DEJ gave a presentation on what is happening locally with the GP Consortium formed of South Reading, Reading North & West; Newbury& District, and Wokingham. She is the chairperson of the South Reading Consortia (SRC). SRC set up for practice based commissioning in 2006 with 6 practices, now expanded to 20 practices with 77 GPs serving 124, 283 patients, now a wave 1

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Pathfinder. In the Reading North & West -10 GP Practices – Dr Rod Smith as Lead – the group was formed in August 2010- now a wave 2 Pathfinder.

DEJ then reported on 'What has SRC done so far to benefit patient care' See attached Appendix 1.

JF asked that if the jump between practice based commissioning and white paper where the consortia create the momentum to examine the budget in detail, what is the difference between PCT holding the budget and the consortia. DEJ answered that the indicative budgets were held by PCT, and GPs are given a budget. Actual costs can be more or less- the PCT balance the books.

JF suggested that when PCT disappear, there will be a lot of pressure on the Consortia, to which DEJ replied that the Consortia has been passed on a lot of PCT responsibility, and they have provided a clinical need to the PCT, putting GPs more in the driving seat, and more accountable to the health needs on population basis rather than just the list of patients registered with them. GP consortia will also be responsible for unregistered patients in their area.

DS stated that he was no longer required to attend meetings with PCT, but still wished to keep involved on behalf of LINK. He asked if there could be opportunity to be invited to management Executive meetings. DEJ suggested joining the Consortia Patient group at this time but for 2011/12 the consortia Board of one rep from each GP practice would remain.

DEJ asked the Board, 'From your experience as LINKs what has worked well for you?' DS responded giving a brief outline of the Community survey and the future projects resulting from that work.

SM asked DEJ if she would like her name and Zoe Clarke to be added to the LINK Reference Group – this was accepted.

SM to email and invite DEJ in the autumn for an update.

The Chair thanked DEJ for her presentation and she left the meeting

### **3. Transition to Healthwatch Sub-group**

#### **3.1 Update report from Sub-group**

Copies of 'Transition to Healthwatch – Reading LINK Sub Group – Meeting notes 7/3/11' had been previously distributed for information. Noted by the Board. SM highlighted key points of note: SM reported that the Healthier Reading Meeting for 12 April had been cancelled. They will be looking for proposals for their priorities. LINK Rep and sub group to think this through. DS reported that Reading LINK were a bit ahead of the other LINKs.

Copies of the Department of Health "Healthwatch Transition Plan and Healthwatch Transition Plan appendix' were previously distributed for information.

#### **3.2 Call for Healthwatch Pathfinders**

SM reported that Suzanne Westhead had expressed the desire to address this Board meeting, but called to apologise due to another commitment. SM provided outline from SW verbal feedback after her meeting with other local authority colleagues – much work to do with local arrangements to look at a wide range of requirements. Appears each area would have its own Health and Wellbeing Board – not quite clear on what the value of a wide approach for the purposes of Healthwatch Pathfinder. Indications from local authorities are not to go forward with pathfinder status as a narrower remit in Reading, but they still need to pursue early open discussions about the Healthwatch arrangements. SM asked for the Board decision, and after deliberation, the Board recognise that it is a joint decision and agreed not to pursue Pathfinder status as timescales would be very tight but agreed need to move forward with what local model of Healthwatch will look like. SM said that the LINK need to work closely over next 6 months with the LA on what needs to occur for transition during this year. The sub-group - SB, DS, JW- to join RBC meeting on Tuesday 19<sup>th</sup> April meeting 10:30 at RISC, to start these discussions.

### **4. Workplan (New & existing)**

#### **4.1 Update on issues for decisions.**

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Copies of 'Update on issues for Board Decision – April 2011' were distributed previously to Board. The Board agreed on suggested options to be actioned.

Patient safety at Prospect Park Hospital (Issue No.54) – SM to write to CE of Berkshire Healthcare Trust requesting information and also to mention the LINK's Mental Health project.

Copies of 'Final Report on Review of Appointment System at the Eye Clinic at Royal Berkshire NHS Foundation Trust had been previously distributed. The Board approved it for formal issue. DS reported that in January there was recruitment for consultants. DS will review at clinical governance meetings.

Domiciliary Care (Issue 21) - Full response to the Final report issued to the RBC had been included in the Board papers. The Board commended the effective work done by Paul Harper. At the SELLnet meeting, JW will highlight the good work. Suggested options agreed by the Board – SM to progress via Development Work on social care issues.

On issue 23 (Access to NHS Dental Services) – Full response to the final report issued to NHS Berkshire West included in the Board papers. Suggested options agreed by Board – Review dental access rates in Feb 2012 and progress against outcomes set out in PCT Board Operating Plan 2011/12. Explore role and value of LINK involvement in Dental Commissioning Group. JS suggested that as the Dental Report was quite lengthy, a summary report be prepared for circulation. This was agreed.

#### 4.2 Update on Issues for Information:

Distributed previously to Board for Information - Noted by Board

Toenail cutting for the elderly. SM reported that the Trustees at Age Concern have decided that original 'Feet for Purpose' campaign had now ended, and the focus moved to other issues. There is now a greater general awareness, which has had many positive effects. SM to acknowledge, and thank Janet Brown for her input. This issue to be closed.

Issue 0844 numbers – discussions ongoing with 4 practices. SM to chase end of April.

#### 4.3 Update from T & F Groups:

Distributed previously to Board for Information - Noted by Board.

#### 4.4 Proposed workplan for 2011/12

Copies of 'Project Work for 2011/12- Summary paper for Board –were previously distributed. The Board agreed the proposed project for main focus for 2011/12 in connection with proposed budget for 2011/12

### 5. Budget allocations for 2011/12

Copies of 'LINK Board Budget 2011/12' prepared by Richard Corbett had been previously distributed. The Board agreed the allocations, and decided that the contingency position be left as a contingency for as/when during the year.

### 6. Update on the LINK

#### 6.1 Finance Update:

Copies of 'Reading LINK Budget to Actual to 31<sup>st</sup> March 2011' were distributed at the meeting. Noted by the Board.

JF suggested that the carry forward amounts be included in the contingency figures for 2011/12

#### 6.2 Host contract update (Verbal):

SM reported that there were no indications of any changes, but formal written confirmation still to be received. A LINK RBC host contract meeting is to be held on 19<sup>th</sup> April.

#### 6.3 Summary of Host Engagement:

Copies of 'Summary of Host Engagement Activities – March/April 2011 had been previously distributed for Board information. This was noted.

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#### 6.4 LINK Annual Report preparation:

SM advised that volunteers were needed to prepare the Annual Report. In previous years, we have tried to condense the report into an easy-read. The Board was asked if they wished to continue in the same format or would it be better to capture in more detail, what we have achieved. JF suggested a summary healthwatch report to be used as a model. JF suggested to consider doing a long report but produce a flyer type shorter version for the AGM when things become clearer. The Board agreed on doing a longer Annual Report. CL and JR accepted to form a subgroup.

#### 6.5 Report from RBC/LINK Meeting:

Copies of 'Notes from meeting LINK/RBC Adult Social Services' had been previously distributed. This was noted.

#### 6.6 Report from x3 LINKs meeting

Copies of 'Joint Berkshire West LINKs Meeting notes 15<sup>th</sup> March 2011' had been distributed for information. This was noted.

#### 6.7 Report from SELLnet Meeting 21<sup>st</sup> March

DS/JW attended this meeting. Copies of SELLnet AGM 21<sup>st</sup> March 2011 had been distributed for information. Noted by the Board.

SM raised question of Action Learning sets that were included in the Pathfinder invitation letter, a local example could be the SELLnet meetings – was this recognised by the SELLnet group? Subgroup to explore further with SELLnet Chair.

#### 6.8 Report from PPISG Meeting

DS reported on the above meeting. Copies of PPI Stakeholder Group Meeting 4<sup>th</sup> March' had been distributed to the Board for information.

#### 6.9 Report from PCT Board Meeting

Copies of 'PCT Board meeting 29 March 2011' had been circulated for information. DS reported that this was the last meeting of the PCT Board in its existing format. From 1<sup>st</sup> April, new arrangements for PCT clusters came into place with NHS Berkshire West forming a cluster with NHS Berkshire East, and Charles Waddicor was new CEO for this arrangement. Future Board meeting dates will be sent to DS.

#### 6.10 Enter & View Training

SM informed that at last year's September Board meeting, the Board had approved Enter & View Training. SM advised that a Board steer was needed as whether to go ahead and plan for May/June or wait until status change to HealthWatch. Following discussion, the Board agreed that training be offered to all Board members as well as Reference Group volunteers and to move ahead with training

JF and CL volunteered to join SB on subgroup to bring required numbers back to full strength.

#### 6.11 Co-opting Board members

This was deferred to the next Board meeting in June. It was noted that people from Interested to involved event might be interested to be co-opted.

### 7. AOB

Copies of 'Paediatric Cardiac Surgery National Consultation' had been previously circulated'. DS reported that Harry Dymond (SELLnet Southampton) asked for continued support from LINK re: Cardiac operations at Southampton Hospital. SM stated that Tony Hall advised that he could attend planned public meeting and report back to Board – Offer accepted by Board to help inform their response. Agreed to include item in e-bulletin which could also help inform their response.

RBH Quality Accounts – Draft has been published for LINKs formal comment by 9<sup>th</sup> May. SM to Circulate to Board for comments – SM/DS to draft final response from LINK.

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Reading4u Community radio LINK session – JS/SM - Tuesday 12<sup>th</sup> 10-12

The meeting closed at 4:50 pm

Date of next meeting: 6<sup>th</sup> June 2011 venue TBC.

### **Actions:**

1. Dec minutes to be signed by TH
2. Feb minutes to be signed by JR
3. SM to chase SS query re: information for Family Support in Ethnic Communities, with DB
4. SM to email and invite DEJ (GP Consortia) in the autumn for an update to Board.
5. DEJ and Zoë Clarke's name to be added to the LINK Reference Group (JH).
6. SM to Review dental access rates in Feb 2012 and progress against outcomes set out in PCT Board Operating Plan 2011/12. Explore role and value of LINK involvement in Dental Commissioning Group.
7. A summary Dental Report to be prepared for circulation (SM)
8. Domiciliary Care - SM to progress agreed actions via social care work
9. SM to acknowledge, and thank Janet Brown (Age Concern- Toenail cutting) for her input.
10. SM to inform Board's acceptance to attend Cardiac consultation public meeting
11. SM to circulate copy of Quality Accounts for Board comment and co-ordinate Board response.

### **Diary Dates:**

#### **Board Meetings**

**Monday 6<sup>th</sup> June 2011, 2pm Venue TBC**

**Chair – John Fisher**

**Monday 4<sup>th</sup> July 2011, 2pm, Venue TBC**

**Chair – David Shepherd**

**Monday 5<sup>th</sup> Sept 2011, 2pm, RISC, London Street, Room 3**

**Chair - TBC**

**Monday 7<sup>th</sup> November 2011, 2pm, London Street, Room 3**

**Chair – Sheila Booth**

#### **2011 Board Planning Meetings**

**Planning Meeting for 6<sup>th</sup> June Board Meeting**

**Tuesday 24<sup>th</sup> May 10am-12 RISC Room 1**

**Janet Wignall, John Fisher, David Shepherd**

**Planning Meeting for 4<sup>th</sup> July Board Meeting**

**Tuesday 21<sup>st</sup> June 10am, RISC, Room 1**

**John Fisher, David Shepherd, TBC**

**Planning Meeting for 5<sup>th</sup> Sept Board Meeting**

**Tuesday 9<sup>th</sup> August 10am, RISC, Room 1**

**TBC, David Shepherd, Sheila Booth**

**Planning Meeting for 7<sup>th</sup> November Board Meeting**

**Tuesday 4<sup>th</sup> October, 10am, RISC Room 1**

**Sheila Booth, TBC**

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

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

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

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