

Reading LINK Interim Board meeting 12th January 2009

Present

Nina Sethi	Sakoma
Malcolm Stone	Reading Federation of Tenants and Residents Association
David Shepherd	Individual
Clare Palmer	Individual (Chair for this meeting)
Tony Hall	Individual
Emel Soylu	Art-Beyond-Belief
Mary Jacobs	Reading Children's & Voluntary Youth Services
Jan Rothwell	Reading Citizens Advice Bureau
John Shaw	Princess Royal Carers Trust
Janet Wignall	MacMillan Cancer Support
John Rogers	Faith Forum

Rachel Spencer	Reading Voluntary Action
Sheena Masoero	LINK Coordinator
Elaine Holloway	LINK Development Worker

Presentation by Joe Devanny Berkshire West PCT
Ravinder Dhesi Berkshire West PCT

Clare opened the meeting and welcomed all present. She confirmed the resignation of Rebecca Day from the Interim Board due to personal reasons. The Board requested a letter of appreciation be sent to Rebecca in recognition of the work she had undertaken on behalf of the Reading LINK. Following discussion it was agreed that Rebecca would not be replaced until full elections took place for Board Membership later in the year.

Notes of the Interim Board Meeting Held on 24th November 2008

Tony Hall and Emel Soylu were both present at this meeting and the notes were amended accordingly. The notes were then approved by the Interim Board. Rachel confirmed that the LINK e-bulletin had been circulated and contained details of the Stakeholder Event on 26th January 2009.

Update on the LINK

Managing the Workplan: This document which had been previously circulated was approved by the Board

Board Representation on PCT Committees: The Board discussed the issue at length. They expressed their wish to work in partnership with the PCT but expected the PCT to understand the process of the LINK responding. The PCT must recognise that requests made to the LINK by the PCT would need consideration before a response and therefore would require the PCT to give reasonable notice. Board members also required preparation before attending any PCT meetings and would request they be supplied with adequate information prior to their representation on a committee. Board members were informed that the PCT had committed to supply the LINK with the information required regarding LINK representation on committees within the next 2 weeks, to assist with final decision on way forward.

RBC representation at LINK Board meetings: Members agreed that they would welcome senior representation from RBC at the next Board meeting to discuss how the relationship between the Social Care Services and the LINK should progress. Sheena and Rachel will arrange this. The Board did not feel it necessary for a representative to attend every Board meeting and the consensus was that the Board Meeting Planning Group would decide when a representative should be invited. A

similar discussion ensued on PCT representation at Board meetings, and again it was felt that when appropriate the Board Meeting Planning Group would issue an invitation.

Proposed Liaison with Wokingham and West Berks LINKs: Sheena reported on the meeting she had with the staff from the Host organisation, Help and Care, on this issue. These 2 LINKs have not yet appointed a Steering Group, but elections will be held in February and March. It is anticipated that it will be May/June following training of the Steering Group before the LINK will be fully functioning. Board members agreed that exchange of information should continue, and it was proposed that preparation work undertaken by the Reading LINK should be shared with these LINKs to assist them with the setting up process.

Workplan

Members divided into their respective Task and Finish Groups to review progress to date on the two issues they are currently reviewing, Toe Nail Cutting for the Elderly and Diabetes Care in Reading. Each Group reviewed their current Action Plan and responses received to date from the PCT. The Action Plans were updated and both Sheena and Elaine were asked to pursue further enquiries with both the PCT and the referrers. This work will be undertaken and the updated Action Plan and further report will be circulated to the respective task and finish groups for a decision on the next steps. Both Groups agreed these pilot issues were proving useful in terms of ensuring that processes put in place to date are robust and fit for purpose. Necessary amendments will be made as the process develops.

Governance

Expenses Claims: Following an explanation from Rachel, the Board agreed that expenses would be paid by cheque.

Communication Statement: Agreed

Decision Making Statement: Rachel explained the rationale for this document. Whilst members did agree with the document, they considered it essential that to complete this, there must be an appeal process also in place. After discussion Rachel agreed to discuss with the OSC the possibility of their undertaking the role of hearing any appeal under this process.

Finance

Rachel circulated the pricing Schedule for the Reading LINK from 1st October 2008-31st March 2011. Members anticipated that as the LINK progressed more detail would be available reflecting performance against budget.

Next Meeting of the Interim Board

The general consensus amongst members was that two hours is an appropriate length of time for the meeting, but would respect the decision of the Board Planning Group if they felt certain meetings required two and a half hours. The Board all agreed that from April meetings would take place on the second Monday of each month and commence at 2.15pm. Should a meeting fall on a public holiday, the meeting will be moved to the third Monday of the Month. Sheena will attempt to move the February and March meeting already booked to 2.15pm. All dates and times will be sent out to the Board shortly.

Planning Group for the next Interim Board Meeting: Malcolm, Nina and David will be on this Planning Group. Malcolm will chair the February meeting.

Stakeholder Meeting

David updated members on work completed to date by the Planning Group and requested additional volunteers for the following

Board Member to be present on Welcome Table: Jan and Emel agreed to do this

Health and Social Care Table 1: Janet volunteered to support Jan

Health and Social Care Table 2: Claire volunteered to support Mary

Access Issues Table 1: Tony Agreed to support Emel

Access Issues Table 2: David agreed to support Nina

LINK requirement Table 1 and 2: Rachel agreed to identify a volunteer to support John Shaw and a volunteer to support Malcolm.

A roaming microphone is requested for the event and Rachel will be preparing notes for the facilitators.

ANY ADDITIONAL INFORMATION REGARDING THE PROCESS OF THE STAKEHOLDER EVENT AND INDIVIDUAL BOARD MEMBERS ROLES WILL BE CIRCULATED TO BOARD MEMBERS FOLLOWING THE FINAL PLANNING MEETING ON MONDAY 19TH JANUARY.

Meeting the PCT

Joe Devanny and Ravinder Dhesi representing the PCT joined the meeting. Introductions were made and Joe outlined the role of the PCT in ensuring patient and public involvement for effective commissioning of local health services and the commitment by the PCT to work closely with the LINK in ensuring they are clearly understanding local concerns and issues. Berkshire West PCT is aiming to achieve World Class Commissioning. A copy of his presentation will be circulated to all members.

A lively discussion followed the presentation with the Board asking many questions of the PCT including issues on youth representation in designing health services, translation services, health/social care divide. The subject of the Health Network was raised, and Joe clarified the difference between this and the LINK.

The discussion was brought to a close through time constraints. The PCT renewed their commitment to continue an ongoing dialogue with the LINK. Joe and Ravinder were thanked by the members for their attendance.

The meeting closed at 5.30pm

ACTIONS

	Letter of appreciation from the Board to Rebecca Day	Sheena/Rachel
	Arrange attendance/presentation by RBC at February Interim Board Meeting	Sheena/Rachel
	Updated Action Plan and Interim Review circulated to each task and finish group	Sheena/Elaine
	Contact OSC to discuss their participation in the appeal process of the Decision Making Statement	Rachel
	Draft Appeal process part of Decision Making Process for the Board to agree	Rachel
	Book Meeting times and Venues for meetings from April 2009 and circulate dates to all members	Sheena
	Notify members of change of time for meetings in February and March and change of room for February meeting (see key diary dates below)	Sheena
	Circulate all Board members with final plan for Stakeholder Meeting	Sheena
	Contact Ravinder for copies of Joe's presentation for circulation to the Board	Sheena

KEY DIARY DATES

Stakeholder Event Planning Group	Monday 19th January at 10am at RVA Office London Street	David, Emel, Mary, Rachel and Sheena
Stakeholder Event	26TH January	All available Interim Board Members and LINK Staff.

		Arrival at 4.15 to prep &Event starts at 5pm
Interim Board Planning Group meeting	Tuesday 3 rd February @ 10.30am at RVA Office London Street	Malcolm, Nina, David, Sheena, Elaine
February Board Meeting	Monday 16 th February 2009 at 2.15pm, Room 3 at RISC	All members and staff
March Board Meeting	Monday 23 rd March 2009 at 2.15pm, Room 3 at RISC	All members and staff
April Board Meeting	Monday 20 th April 2009 at 2.15pm, Venue TBC	All members and staff
May Board Meeting	Monday 11 th May 2009 at 2.15pm, Main Conference Hall at RISC	All members and staff
June Board Meeting	Monday 8 th June 2009 Venue TBC	All members and staff
July Board Meeting	Monday 13 th July 2009 at 2.15pm, Main Conference Hall at RISC	All members and staff
August Board Meeting	Monday 10 th August 2009 at 2.15pm, Main Conference Hall at RISC	All members and staff
September Board Meeting	Monday 14 th September 2009 at 2.15pm, Main Conference Hall at RISC	All members and staff
October Board Meeting	Monday 12 th October 2009 at 2.15pm, Main Conference Hall at RISC	All members and staff
November Board Meeting	Monday 9 th November 2009 at 2.15pm, Main Conference Hall at RISC	All members and staff
December Board Meeting	Monday 14 th December 2009 at 2.15pm, Main Conference Hall at RISC	All members and staff
January 2010 Board Meeting	Monday 11 th January 2010 at 2.15pm, Main Conference Hall at RISC	All members and staff
February 2010 Board Meeting	Monday 8 th February 2010 at 2.15pm, Main Conference Hall at RISC	All members and staff
March 2010 Board Meeting	Monday 8 th March 2010 at 2.15pm, Main Conference Hall at RISC	All members and staff