

# Reading LINK Interim Board Meeting 11<sup>th</sup> May 2009

Held in RISC Building, Main Conference Room, Reading

## Present:

David Shepherd (DS)	Individual
Jan Rothwell (Jan R)	Reading Citizens Advice Bureau
Janet Wignall (JW)	Macmillan Cancer Support
John Rogers (JR)	Faith Forum
John Shaw (JS)	Princess Royal Carers Trust
Malcolm Stone (MS)	Reading Federation of Tenants and Residents Association
Tony Hall (TH)	Individual (Chair)

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

Cllr Daisy Benson (CDB)	Guest speaker OSC Chair
Geoff Stoves (GS)	

## Apologies:

Emel Soyly, Nina Sethi, Mary Jacobs, Clare Palmer

TH opened the meeting and welcomed all present.

## 1. Minutes of the last Board meeting 20<sup>th</sup> April 2009

1.1 The minutes were agreed. A copy of the approved minutes will be passed to JW for sign off.

1.2 **Matters Arising:** RS reported that she had contacted Nigel Hardcastle, and way to proceed would be a letter to Tony Page. RS to send a letter to Tony Page to highlight that consultation with the faith communities is required around parking changes/issues. JR confirmed he is satisfied that this is all that is required now in the LINK taking this forward.

### 1.3 Actions:

An updated structure chart from the RBC was circulated around the table.

SM reported that PCT CEO or Deputy had been invited and accepted to attend the Board meeting in June, where PCT Planning timetable can be discussed.

TH accepted actions as completed. None outstanding.

## 2. LINK Elections

**Sub-Group report recommendations:** Copies of the recommendations were circulated with the following recommendations proposed:

- 1) Whole Board stand for re-election this year
- 2) Subsequent years 1/3 of Board stand for re-election
- 3) Period of office – can be re-elected any number of times
- 4) Total number should remain at 12
- 5) Nominations – organisations active in Reading
- 6) Nominations – individuals living in Reading Borough
- 7) When – AGM to be held early to mid October 2009
- 8) Timetable – start publicity in July/ Nominations from 1<sup>st</sup> week of September
- 9) Process – Pen Portraits & Photos for nomination process/ nominations by post or in person
- 10) Electorate – potentially anyone living in Reading Borough
- 11) Voting – postal/in person to LINK office/AGM
- 12) Vacant board seat to be filled by election
- 13) Mid-term resignations – Board decision to co-opt

New Board to decide:

Chair or roving Chair

Frequency of future Board meetings

A Sub Group is required for election preparations.

The Board discussed the above recommendations and TH moved, and MS seconded that these be accepted with modifications on the following:

Item 5 & 6 – to be combined to read “nominations from individuals living or working in Reading Borough”

Item 8 - It was agreed that a public notice be sent out in the local press, as well as the RVA, and LINK e-bulletins.

It was agreed that the existing sub-group would take on election preparations. (TH,MS,JW)

Board to form guidelines as to what action to take if an elected Board member is not present for meetings, consecutively. It was agreed that once elected the new Board can decide the number of consecutive absences before a member is asked to offer resignation.

### **3. Researcher Proposal**

Copies of a proposal to employ a ‘researcher’ to support the work of the Task and Finish groups, were circulated around the meeting. Two proposals were outlined:

- a) Post to be employed by Reading Voluntary Action. Total /annum £9516
- b) Instruct a consultant to carry out bespoke pieces of research. £30 /Hour plus expenses.

The advantages and disadvantages of both proposals were discussed, and following deliberations, the Board agreed on option (a) to employ a researcher. Jan R volunteered to sit on the panel in selecting the candidate to be appointed.

### **4. LINK Training Proposal**

Copies of LINKs Academy – Training session on relationship management, delivered by Concilio Associates, were previously circulated for the Board. SM asked how the Board would like to take this forward. It was agreed that training would be deferred until after the new board is elected. In the event the existing board were to consider using Concilio, they would require more background information on the trainers, their expertise and what other training they had carried out. Details of an IMPACT skills course running on 9<sup>th</sup> July at Social Enterprise Berkshire by Merlyn Barrett of RVA were circulated for information.

### **5. RBC Adult Care Inspection**

SM distributed booklets ‘About the Care Commission’ for information. Copies of RBC Adult Care Inspection update notes were circulated and SM reported that Reading LINK have agreed to support RBC’s request to facilitate two focus groups where the Care Quality Commission are inspecting Adult Social Care in the RBC.

a) The Indian Community Centre 20<sup>th</sup> May. JS volunteered to facilitate if available on this date. Scribes/support would be provided by RVA staff.

b) 3 Older People Groups - Age Concern Reading, Parkinson’s Support Group and 50++forum to be approached by RBC with a view to meeting on 4<sup>th</sup> June at RISC (lunchtime). JW volunteered to facilitate if available on this date. Scribes/support would be provided by RVA staff.

SH also reported that an Open Public Forum had been set up for 14<sup>th</sup> July at the Kennet Room, Civic Centre. 12-2pm.

SM confirmed that these events will be promoted through the LINK e-bulletin.

TH asked that the Reading RBC Pensioners Working Party would also be informed of the venue and dates of these events.

### **6. Summary of Host Engagement Activities**

Copies of ‘Summary Report of Host/Board Engagement Activities 1st April - 4<sup>th</sup> May 2009’ was previously circulated to the Board. It was agreed that this report should include future meetings/events that have been booked.

SM suggested that forthcoming meetings of interest could also be added to the end of the minutes.

**6.2 RBH PPISG Meeting feedback:** Copies of 'Notes on LINK Agenda Item At Royal Berkshire NHS Foundation Trust PPI Stakeholder Group' were previously circulated. SM reported that full minutes of this meeting can be distributed to all Board members when received.

## **7. Workplan (New & Existing)**

**7.1 Update on Footcare Task & Finish Group:** EH reported on meeting with Janet Brown from Age Concern Reading and JW, to review information back from PCT. 3 questions remained around the planned review of footcare services by PCT, these questions have been put to PCT – response awaited.

**7.2 Update on Diabetes Task & Finish Group:** DS reported that there were a number of concerns raised from last meeting which need to be explored with clinical staff of RBH Diabetes Centre. SM confirmed this contact with RBH would be direct and not via the PCT, so meeting to be pursued regarding this. PCT and Dr David Buckle clinical specialist on diabetes have invited Reading LINK to take part in a joint diabetes event at the end of June 2009. This would be a worthwhile as a public awareness activity for the LINK. Board agreed support of joint event.

**7.3 Update on issues:** Copies of the updated Issues/Enquiries spreadsheets were previously circulated. SM reported that this had been reformatted and updated. This was approved by the Board.

Issues/Enquiries received – For Board Information only May 2009 – Noted

Issues pending requiring further research/work/contact – For Board Information May 2009 – Noted

Issues pending decisions by LINK Board – May 2009:

Berkshire Autistic Society

EH circulated copies of 'Berkshire Autistic Society (BAS) – Information for Board Meeting Decision May 2009' and asked how this issue should be progressed. It was agreed a meeting should be set up to explore the current questions BAS have around A&E services/services of specialist nurse. Meeting to be arranged by EH + Kate Manton(BAS)+ RBH Specialist Nurse to be asked to attend. DS volunteered to attend from Board.

Jan R suggested that LINK should have a risk-scoring spreadsheet/method to ensure that issues reported are based on number of people complaining/reporting/affected, as this assessment will be crucial in decision making on which issues to take forward.

Battle Health and wellbeing centre/Access Forum

SM re-circulated copies of the response from PCT regarding the Battle Health and Wellbeing Centre. Decision required on how to take this issue forward. It was agreed RS would write to Deborah Edwards & Mike Orton (Lead Councillor Community Care & Health) expressing the Board's interest in seeing this project move forward and to be kept informed of developments.

## **8. Annual Report Sub group: Update on progress**

JR reported on the progress of the subgroup. Text draft so far has been circulated to board for comments back to SM by 11<sup>th</sup> May. Graphic designer has been identified and initial ideas circulated. Board agreed to delegate all authority to make final decisions on content, design and costing to Annual Report Sub Group. Next sub group meeting 18<sup>th</sup> May.

## **7. Finance: New financial year budget**

RS circulated copies of "Reading LINK financial summary 1<sup>st</sup> Oct 08 to 31<sup>st</sup> March 09'. The figures are recorded as noted.

## **9. AOB:**

Tony Lloyd – Chair of West Berkshire LINK had made contact asking to have a meeting to see how 3 local LINKs can work together and share information, especially around committees at the PCT.

Meeting to be attended by Tony Lloyd, Christine Holland (Chair – Wokingham LINK) plus host organisations. It was agreed that TH, DS and JR would meet with him so long as the date to be fixed is suitable. SM to arrange meeting.

## 10. Meeting Cllr Daisy Benson – Overview and Scrutiny Committee

CDB outlined the role of the OSC, and said that they hold 5 meetings a year.

The key place for LINK involvement would be management panel.(Agenda planning etc). SM to find out dates of future management panel meetings.

Sharing of minutes would also be vital in working together – this was agreed.

TH asked that once their agenda is structured they should put the housing and health issues together.

CDB commented on how impressed she was with the progress LINK had made and with the Stakeholder report that clearly indicated that LINKs were making a positive difference ie: toe-nail cutting – and she was impressed with the Task & Finish Group models.

CDB acknowledged that there was a lot of work to be done by her department to deal with health matters.

The meeting closed at 5:15pm.

### Next Meeting of the Interim Board

**Monday 8<sup>th</sup> June 2009 2.15 pm – Social Enterprise Berkshire, East Street.**

#### ACTIONS

1	Arrange meeting of election subgroup (TH, MS, JW)	SM
2	Researcher position to be progressed.	RS
3	Send a copy of approved April Board Meeting minutes to JW for signing.	SM
4	RBC Pensioners Woking party to be informed of RBC Adult Care Inspection and Public Meeting dates	SM
5	Set up meeting with BAS/RBH Specialist Nurse and DS to progress questions/issues around A&E services.	EH
6	Set up meeting with other LINKs steering group and hosts	SM
7	Confirm focus groups with x2 facilitators for RBC Inspection work	SM
8	Find out dates of future OSC management panel meetings	SM

#### Chair Rota for Planning Groups & future Board Meetings

Event	Date & Venue	Chair
Board Planning Group Meeting for June Meeting	Tuesday 26 <sup>th</sup> May 2009 10.30am, RISC Rm 1	John Rogers, Emel, Malcolm (EH)
June Board Meeting	Monday 8 <sup>th</sup> June 2009 2.15pm – 4.45 pm Social Enterprise Berkshire, East Street	John Rogers
Board Planning Group Meeting for July Meeting	Monday 22 <sup>nd</sup> June 2009 10am, RVA Office, London Street	Emel, Mary, Clare
July Board Meeting	Monday 13 <sup>th</sup> July 2009 2.15pm – 4.15 pm, Main Conference Hall at RISC	Emel Soylu
Board Planning Group Meeting for August	Monday 27 <sup>th</sup> July 2009 10am, RVA Office, London Street	Mary, Clare, David

August Board Meeting	Monday 10 <sup>th</sup> August 2009 2.15pm – 4.15 pm, Main Conference Hall at RISC	Mary Jacobs
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#### Sub Group Meetings

LINK Annual Report Sub Group (if required)	Monday 8 <sup>th</sup> June 2009 1pm Venue to be confirmed	Malcolm, John Rogers, David & Jan
LINK Election Sub Group	To be confirmed	Malcolm, Tony & Janet
Berkshire LINKs Meetings	To be confirmed	David, Tony & John R

#### Other meetings of interest

Dee Park Fun Day (LINK Promotion Event)	Saturday 13 <sup>th</sup> June 2009 12-5pm	EH/SM
PCT Health Network Meeting Woodley	Wednesday 1 <sup>st</sup> July 10am-2pm (inc lunch)	Confirm attendance to PCT if interested.
Public Law Training Day (Public Law to challenge unfair decision making by public bodies)	Thursday 2 <sup>nd</sup> July 9.30 -4.30pm IBIS Club Scours Lane Reading	More information to be circulated. Book direct if interested.
PCT Health Network Meeting Reading	Monday 21 <sup>st</sup> September 6pm-8pm	Confirm attendance to PCT if interested.
PCT Health Network Meeting Newbury	Tuesday 17 <sup>th</sup> November 6pm-8pm	Confirm attendance to PCT if interested.