

Minutes: Reading LINK Board Meeting 5th Sept 2011

Held at RISC Room 3

Present:

Caroline Langdon (**CL**)
John Rogers (**JR**)
Subrata Saha (**SS**)
John Shaw (**JS**) - **Chair**
David Shepherd (**DS**)
Janet Wignall (**JW**)

Mandeep Sira (**MKS**) - LINK Coordinator
Sheena Masoero (**SM**) - LINK Development Worker
Jagdeep Hunjan (**JH**) - LINK Administrator

Dr Rod Smith (**DRS**) - Chair North & West Reading GP Consortia - **Guest Speaker**
Monica Collings (**MC**) - **Observer**

1. Minutes of the last Board meeting:

1.1 Welcome & apologies:

The Chair welcomed everyone to the meeting, especially Mandeep Sira, newly appointed Involvement Manager/LINK Coordinator.

Apologies: Tony Hall (TH), Richard Corbett, Sheila Booth (SB), and Merlyn Barrett (MB)

1.2 Minutes from 4th July:

Page 4 5b - Equality Delivery System – to add *Equality* & Human Rights Commission.

Page 4 5c - accusations should read *concerns about*

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

1.3 Matters Arising:

The issue of carers funding – (carer respite) raised by Bracknell Forest was discussed and JS reported that he had received an invitation to a Carers meeting with PCT. SM to circulate invitation to the Board.

MKS to write to Tony Lloyd regarding amendment to the letter sent to the Secretary of State.

1.4 Actions:

MKS to chase action 2 –with Daisy Benson re response on information on Family support for ethnic communities from RBC officers

All actions were complete or in progress

GP commissioning/Consortia Dr Rod Smith

(Report attached at appendix 1)

The Chair welcomed Dr Rod Smith (DRS)

DRS gave a presentation on what is happening locally with the Reading North & West GP Consortium formed by 10 practices. DRS reported on 'The challenge ahead, and how it is shaping up in the NHS Berkshire West. PPG meeting being held in October and DRS to send information to Chair to invite LINK Board to get involved. The Board agreed that it would be good to explore ways for PPG to work together with LINK/Healthwatch and not have separate initiatives.

DRS to send JS an invitation for Board members to attend the meeting on Patient Participation. Need more than just retired people to be involved. CL suggested that instead of asking patients outright, they be invited to a meeting to hear about their local service. From these meetings it could then be suggested that they become involved in some way. MC suggested Facebook and twitter. JW asked who prepared the data for all the graphs – PCT do. DRS suggested to Google NHS variations within NHS – which give interesting findings. The Chair thanked DRS for his presentation and he left the meeting.

Governance – Board membership

Copies of Richard Corbett's report had been circulated for the Board meeting. It was agreed that the Chair would write to John Fisher to wish him a speedy recovery, and confirm that the Board reaffirmed that no Enter & View visits should be undertaken without referring and seeking the Board's approval.

2.0 Transition to Healthwatch

2.1 Update from Transition Group T & F Group Meeting

T & F group met on 1st Sept. SELNET meeting being held on 19th September. The T&F group to undertake planning meeting prior to the 7th Nov meeting. MKS to circulate the T & F document to the Board for comment. T & F group lead the Board on the paper – to have a process and enable the Board to highlight pointers. (DS and JW)

2.2 Letter to Secretary of State

DS reported that during the period between meetings SELNET approached Reading LINK to sign a letter to the Health Secretary about Healthwatch funding. DS signed as Chair, and copies of the letter and responses were circulated for the Board's information. Noted.

2.3 Healthwatch Pathfinders

Copies of Healthwatch Pathfinder report by DS had been previously circulated for Board information

DS reported that the pathfinders will pioneer plans ahead of the full establishment of local Healthwatch across the country in Oct 2012. The Healthwatch pathfinders across the South East are: East Sussex, Kent, Oxfordshire, Southampton/Hampshire/Isle of Wight/Portsmouth, and West Berkshire.

2.4 Consultation of Healthwatch Funding

The Department was asking for stakeholder views, including LINKs, on options for distributing the additional funding to local authorities for local Healthwatch, NHS and Subject to the passage of the Health and Social Care Bill, the Department of Health would need to allocate funding for four duties which will pass from the NHS and DH to local authorities. Responses required by 24th October 2011.

3. Workplan (New & existing)

3.1 Update on issues for decisions.

Copies of 'Update on issues for Board Decision – Sept 2011' were distributed previously to Board.

Issue No 54: Concerns about patient safety at Prospect Park Hospital - The Board agreed to wait for feedback, and then take it up with Berkshire LINKs. MB to: reconcile figure provided in information request; gather feedback from families; and feedback to the CQC.

Issue 60: Disabled Access Parking – Board agreed to write to Cllr Pete Ruhemann

Issue 64 – Bus pass travel restrictions – No further action but continue to monitor.

Use of 0844 no's by GP practices. JS reported that from information on

moneysavingexpert.com he understands that 0844 no's are not included on people's free call packages. The Board agreed to write a letter to PCT.

3.2 Update on issues for Board information only

Distributed previously to Board for Information - Noted by Board.
SM to ask Merlyn for update on Customer Care issue. (issue 63)

3.3 Update from T & F Groups:

Distributed previously to Board for Information - Noted by Board.
Crisis Pregnancy Counselling – DS asked that the Board needs to take into account Independent Counselling from providers of termination services.

3.4 Update on Project work 2011/12

Copies of 'Social care Area for Involvement for input into shaping service areas' were distributed previously to Board for Information - Noted by Board. JS suggested that the Board nominate a lead on the mental health project. It was agreed that Project Leads keep reporting via the current Chair. (SS was keen to work on Social care projects).

4. Update on the LINK

4.1 Summary of Host Engagement:

Copies of 'Summary of Host Engagement Activities – July/Aug 2011 had been previously distributed for Board information. This was noted.
Information on an updated number on the LINK Reference Group members to be provided for future meetings as a regular item.

4.2 Finance Update:

Copies of 'Reading LINK Budget to Actual to 2011/12' were distributed at the meeting. Noted by the Board. DS suggested that we needed to incur more spend so that we do not lose on the funding we were getting.

4.3 Host contract update :

RC reported that the Reading Borough Council have been approached to inform them of the Board's recommendation that RVA host contract be extended to Oct 2012. RBC was supportive in principle, but nothing can be agreed until the full budget round. As host, RVA will continue to press for assurances that the contract will be extended.

4.4 Update on AGM planning:

MKS reported that a reporting event at lunchtime would be held on the 14th Nov and a formal AGM will be planned for next year.

4.5 Update on PPISHG Meeting 14th July

JW provided her report which was distributed to the Board for information.

1. **x6 LINKs Meeting with BHFT on 26th July:**

DS gave a verbal report, and copies of the minutes of the meeting were distributed at the meeting. DS reported that an effort was being made to get a uniform consistent way for imparting information on incidents and suicides across the whole of West Berkshire.

2. **Feedback from Equality Delivery System (EDS) Equally Healthy Event on 14th July**

Copies previously distributed. EDS is designed to help NHS organisations improve equality performance and embed equality into mainstream NHS business. Traffic

light system will be in place for continued improvement, and it is envisaged that LINKs will help NHS organisations to engage with local interests to feed into the system. SM suggested that it would be a good introduction for MS to pick up on another EDS training event led by the Dept of Health on 12th Oct. Board members were welcome to join in.

7. AOB

7.1 Consultation on local trauma services:

Copies of Helen Mackenzie's letter dated 23 August were circulated. Berkshire West PCT are engaging stakeholders and local people for the next six weeks to seek their views on proposals developed to improve quality of care for patients in stroke, major trauma and vascular services.

DS suggested that this be an agenda item for x3LINKs meeting. SM to forward to the Board, copies of 'Developing Safe & Sustainable Acute Services' in South Central.

JS thanked Monica Collings for coming to the meeting, and asked that the Board consider co-opting her as a Board member.

On behalf of the Board, DS thanked SM for helping the Board in the interim period of while MKS took up her position as LINK Co-ordinator.

The meeting closed at 4:30 pm

Date of next meeting: 7th Nov 2011 at RISC

Actions:

1. July minutes to be signed off by DS
2. SM to circulate invitation to a Carers meeting to the Board.
3. MKS to write to Tony Lloyd regarding amendment to the letter sent to the Secretary of State.
4. MKS to chase response from RBC officers: information for Family Support in Ethnic Communities
5. DRS to send JS an invitation for Board members to attend the meeting on Patient Participation
6. JS to write to John Fisher to wish him a speedy recovery, and confirm that the Board reaffirmed that no Enter & View visits should be undertaken without referring and seeking the Board's approval.
7. MKS to circulate the Transition Group T & F document to the Board for comment. T & F group lead the Board on the paper – to have a process and enable the Board to highlight pointers. (DS and JW)
8. MB to: reconcile figure provided in information request; gather feedback from families; and feedback to the CQC.
9. Disabled Access Parking – SM to write to Cllr Pete Ruhemann
10. Use of 0844 no's by GP practices. MS to write a letter to PCT.
11. SM to ask Merlyn for update on Customer Care issue.
12. MKS to attend Equality Delivery System training event led by the Dept of Health on 12th Oct.
13. MKS to ensure Local Trauma services consultation is an agenda item for x3LINKs meeting.
14. SM to forward to the Board, copies of 'Developing Safe & Sustainable Acute Services' in South Central.

Diary Dates:

Task & Finish group to undertake planning meeting/preparation prior to 26th September

Final

Enter & View Training: Monday 26th Sept

Board Meetings: Monday 7th November 2011, 2pm, London Street, Room 3
Chair – Sheila Booth

Lunchtime AGM 14th Nov Abbey Baptist Church

Berkshire Healthcare NHS Foundation Trust Governors meetings: 07th Dec 2011