

MINUTES OF A MEETING OF THE LINK STEWARDSHIP GROUP
Held in the Conference Room HQ Building,
20th January 2010 6.00 p.m.

Present:

Chris Boote	(Chair)
Barry Lucas	(Vice Chair)
Joe Dunn	(Vice Chair)
Dot Throssell	
Jake Paget	
Julie Paget	
Peter Woodley	
Lois Lloyd	
Vicky Shipway	(LINK Support Team Manager)
Claire Hendy	(LINK Support Team)
Christine Breckell	(Minutes)

Apologies:

No apologies were received.

Non attendance

Leanne Duff
Althea Mordan

The Chair welcomed Anna Szychlinska, who attended the meeting as a prospective new member.

Due to outside commitments, Sunder Braganza has resigned from the Stewardship Group with immediate effect. Chris Boote thanked Sunder for his contribution to the group.

Agenda Items

1. Minutes of Meeting on 17th December 2009 were unanimously agreed.

2. Matters Arising

- * Structure chart for how health services are delivered is still under construction and will be brought to next meeting.
- * The responses from Vicky Johnson to the LINK's questions on dental services were very structured and have prompted additional questions

Action: A further meeting will therefore be arranged by Vicky and Chris..

- * An open invitation has been received for Plymouth Stewardship Group to attend a meeting in Taunton on 2nd February to network with other Links. The meeting will be used by the Department of Health as an opportunity to think about how to measure and assess the success of LINKs.
- * The LINK is waiting for information on the numbers of people actually using the services, so that the proportion of users giving feedback can be calculated.
- * Barry and Joe will be attending the inspection of the Derriford plastic surgery department on 25th January as part of the inspection team which will decide whether it should become a specialist burns unit. They have received the relevant documentation, and will report back to the next meeting.

- * Claire reminded the Group of the documentation and insurance details required if they were using their cars on behalf of LINK. If any insurance companies wanted to levy extra charges, see Claire to discuss the way forward.

3. Feedback from Stewardship Group members on any events:

Joe has introduced the LINK to a group of cardiac patients he has contact with. He would like the group to meet the leads to talk about the LINK. Joe will raise the LINK with the groups he meets every 8 weeks, in order to connect with new batches of patients as they come out of the hospital system.

Claire reported that the welcome meeting for new volunteers had attracted four people, two of whom have signed up to LINK. Anna attended this meeting as an observer, and Geoff will be attending next month in the same capacity.

4. Requests

- ⇒ Plymouth LINK has been invited to work with Cornwall LINK on the issue of the transfer of gynaecological surgery to Truro as a specialist centre. Vicky has agreed, and is awaiting a response as to how Cornwall would like us to contribute.
- ⇒ The Plymouth Herald is running stories on this issue, and Vicky has contacted them to ask for the opportunity to add a comment from the LINK to any future articles.
- ⇒ A Professor of Infomatics at Plymouth University is conducting a study into e-health internet support for long term conditions, and had invited us to contribute to the study. The stewardship Group thought that this should be done, in order to promote links with the University – Lois volunteered to take this forward.
- ⇒ The Probation Service is investigating access to healthcare for ex-offenders, particularly women, and has approached LINK for input. Gennifer and Lois both volunteered to take this forward.
- ⇒ Plymouth City Council is reviewing how localities and their services work, with a view to changing some boundaries within the city. The changes will include changes to health provision in areas – Jake Paget volunteered to take this forward.

5. Opportunities for Involvement

- 2nd March – Vicky is presenting to managers of learning disabilities – Anna is going along.
- 17th March – Vicky has been invited to present to the GP Governance Group to explain the functions and benefits of the LINK. Any stewards are welcome to assist her. The meeting is at 11am, venue TBC. Gennifer is interested.

6. Update on issues

Issues meeting 11th February - Vicky had written to Devon and Cornwall LINKs to ask what their experience of holding public meetings has been. Devon replied that it was difficult to process the agenda as the public raised their own issues, which detracted from the meeting, and a lot of time was spent in explanations to allow the public to understand. Devon suggested that the most useful format for involving the public was to hold a meeting on specific issues, to allow the public to give feedback. Jake suggested that we hold an event and invite experts to attend to answer questions from the public on specific issues – a 'Question Time'.

This was thought to be an excellent idea – a proposal is to be presented to the next meeting for these meetings to be held quarterly. Public access to 11th February meeting deferred.

An overview was given of costs for the Health Event to be held in the city centre with possible dates.

NHS Plymouth have said that they will need to talk about it, as they run similar events themselves; their event meeting is taking place – on February 5th. Chris & Lois will rep the LINK.

Pam Vickery from the Care Quality Commission then gave a presentation on the role of the CQC and how LINK and the CQC can best work together to get the most from the relationship.

LINK was advised to join the LINKs Advisory Group, which is an on line facility which displays information and reports early which will be of great use to LINK, and will allow LINK to make suggestions to influence official thinking. It was suggested that whoever joins the LINKs Advisory Group does it as the official representative of Plymouth LINK.

7. Budget

A budget review for 2009/2010 has been undertaken to ensure end of year compliance. As a consequence Vicky proposed that a temporary administrator be employed for one week to mop up deferred admin tasks, and a new computer be purchased for the volunteer desk. This expenditure was agreed by the Stewardship Group.

An external advert is to be placed for the part time Community Involvement Worker on February 3rd, with a view to starting on 1st April. An internal ad was circulated within Colebrook Housing. There was no interest.

As a consequence of a strategic review for 2010 & 2011 between the Chair and Host Manager, a diagram of proposals by which the LINK could be developed next year was circulated. The stewards are to consider the proposals which will be discussed at the next meeting.

The Host manager has also undertaken a budget build & forecast for 2010/2011, which will also be presented at the February meeting.

8. Next meeting date

Stewards quarterly Issues Meeting 11th February 2010 6.00 to 8.00pm

Monthly Stewards Meeting 25th February 6.00-8.00 pm.