

**MINUTES OF A MEETING OF THE LINK  
STEWARDSHIP GROUP**  
**Held in the Conference Room, Creyke's Court, the  
Millfields,**  
**on 24<sup>th</sup> June 2009 at 2 p.m.**

**Present:**

Chris Boote	(Chair)
Barry Lucas	(Vice Chair)
Peter Woodley	
Emma Childs	
Sue Ntinymara	
Gennifer Paul Gomez	
Vicky Shipway	(LINK Support Team Manager)
Claire Hendy	(LINK Support Team, C&LW)
Sue Casemore	(LINK Support Team Admin. & Minutes)
Desanne McAllister	General Manager, Colebrook Housing Society
(Host)	
Sophie Harris	Contract Monitoring, Plymouth City Council

**Apologies:**

Julie Paget	Hazel Friend	
Jake Paget	Zakia Pratt	
Hayat Khan		Joe Dunn (Vice Chair)

**Agenda Items**

The Chair introduced the special guests at the meeting and explained the reason for their attendance. These were Desanne McAllister, General Manager of Colebrook Housing Society (the Host organisation) and Vicky's line manager; and Sophie Harris from Plymouth City Council, responsible for Contract Monitoring.

**1. Minutes** of Meeting on 22<sup>nd</sup> May 2009 were proposed by Peter Woodley and were unanimously agreed.

**2. Matters Arising**

Actions agreed at the last meeting were discussed, as follows:

- Item 3 - consultation request for views on the propped relocation of gastro-intestinal surgery to Derriford Hospital. Vicky reported that there was no further progress, but that a meeting she was attending on 25<sup>th</sup> June might bring more news. Ongoing.
- Item 4 - Pharmacist Recruitment. - Peter reported that there is a problem in graduate recruitment in Plymouth, so pharmacies tend to be run by locums, resulting in little or no continuity of management. There seems to be nothing in place to improve matters. It was suggested that the LINK needs to approach the issue via the Pharmacological Society of Great Britain. Ongoing.
- Item 5 -Visit to the Peninsula NHS Medical Treatment Centre. Claire suggested two dates for a visit and the date chosen was July 8<sup>th</sup>. She will let all of those who have expressed an interest in this visit exact times and details.
- Item 5 - Contact with Marjons. Although we have made considerable inroads with the University of Plymouth, especially through George Giarchi, there is no contact at Marjons. It was felt that this was not the best time of the academic year to try to set something up, and this action was deferred until September.
- Item 5 - South West Development Centre networking events. There is a learning event arranged for July 14<sup>th</sup> which will look at social care services and how the LINK can work with them. It will be held at Exeter racecourse and is open to all LINK participants. Members of the group should sign up if they are interested
- Item 5 - Requests for Consultation. Emma has agreed to represent the LINK at the Diversity Inclusion Network.

### **3. Feedback from Stewardship Group members on any events:**

Barry had circulated notes from the meeting and gave an overview of the key issues for the Overview & Scrutiny Committee meeting held on 17<sup>th</sup> June. These include obesity and the need for Derriford to start offering gastric band surgery. There was also a request for LINK to look at bed blocking. LINKs prioritise issues raised through its networks and although we cannot prioritise recommendations from overview and scrutiny it is good to know the issues they are focusing on.

#### **4. Incoming Requests to the LINK**

- **Adult Social Care want Link involvement on the Quality Care Home Forum - Claire reported 1 person willing from the Celebration event on 13<sup>th</sup> June.**
- **Research into Autistic Spectrum - Department of Health are doing some research on the experience of this condition. Two people have signed up to taking part in this and will be signposted to the contact responsible.**
- **Visual Impairment Group - Devon LINK have approached Plymouth to get involved in a group looking at hospital access for visually impaired people - a number of people have come forward for this.**
- **Derriford Hospital's self-assessment showed that some standards are not being met. Sue Latham has indicated that some LINK involvement may be invited in the future.**

#### **5. Consultation and Work Plan Update**

Because of the disruption of holding the meeting in Creyke's Court it was felt that this agenda item could not be covered sufficiently in the time remaining. Vicky therefore gave a brief overview, and the longer version is appended. It was suggested that another meeting be held to discuss this in more detail.

Sue N commented on the quality of care issues involved in relation to rushing people through the system to meet waiting list targets.

**Action >>>> Set up another meeting**

#### **6. Feedback on AGM/Annual Report/Piazza Day**

Claire reported that both the AGM and Piazza Day had been very successful, and provided some feedback from people attending. She thanked everyone who had contributed and distributed pie-charts giving a breakdown of attendance and actual costs.

The City Centre Company failed to arrange electricity for the Piazza event, which incurred the extra cost of hiring a generator, as well as other

incidental costs, but have agreed to reimburse the LINK for all additional costs. Chris suggested that the Host feed back about the difficulties in arranging the day.

146 new members signed up to the LINK on Piazza Day, with 42 new pieces of feedback. People also gave support for the current LINK issues. Chris thanked the Host Team for their effort, as well as expressing his appreciation for member of the Stewardship Group who attended and contributed to the events. The group commented on the day:

Emma - said she felt both events were good and enjoyable  
Gennifer - felt that having leaflets in other languages really worked  
Peter - mentioned the excellent service at the Cophorne compared to the City Centre Company  
Barry - thought both events went really well  
Desanne - said both the public and carers had fed back very positively. She liked the  
opportunities for creativity.

## **7. LINK Ownership of Activities/Budgets, etc. (transparency of Expenses and Attendance)**

- ★ Chris talked about the need for the group to be as open as possible about expenses and money in the current climate. Currently the policy and budgets are on the website and Des pointed out that accounts are scrutinised at four stages by the Host organisation.

It was agreed that a statement to this effect be published on the website, with the additional provision that all claims were open to inspection if required.

- ★ Vicky asked for a representative of the Stewardship Group to support the Host team to plan and prioritise PR activities and create a rolling twelve month plan including events, publicity, reaching new groups . Gennifer offered to take the lead in this, with Emma working with her, feeding back to the Stewardship Group and taking into account their input.
- ★ Claire reported that Jess has shown an interest in involvement and responsibility to progress the Visiting Team. Chris suggested this as an agenda item for the next monthly meeting

## **8. Monitoring Equal Opportunities**

Sophie joined the meeting to talk about how we monitor equal opportunities and the need for Plymouth City Council to have numbers.

The LINK had found that this monitoring had been a barrier for people getting involved exemplified in the annual survey where the information had been requested but a very poor response received.

Gennifer said that she, personally, felt quite intimidated by having to complete this exercise, and Desanne suggested that there were more creative ways of monitoring that could be used.

**Action >> Host team to look at better ways to monitor equal opportunities**

## **9. Next meeting Thursday 16<sup>th</sup> July**

At this point the Host Team left the meeting so that Desanne could get feedback from the group about the team and how this relationship was working out.

## **Part 2 - Confidential**

Due to the late start of the meeting a number of Stewards also had to leave. However, two were able to remain. Desanne took the opportunity to articulate her view on the future development of the Plymouth LINK. Additionally, she indicated she would seek feedback at a later date from all Stewards on the relationship which had developed between the Stewards and the Host team.

Because only two Stewards were present this Part 2 was not recorded.