

MINUTES OF A MEETING OF THE LINK
STEWARDSHIP GROUP
Held in Unit 31, HQ Building, Tel. 01752 202407
On 22 May 2009 at 10.00 a.m.

Present:

Vicky Shipway	(LINK Support Team Manager)
Claire Hendy	(LINK Support Team, C&LW)
Christine Breckell	(LINK Support Team Admin. & Minutes)
Chris Boote	(Chair)
Joe Dunn	(Vice Chair)
Barry Lucas	(Vice Chair)
Peter Woodley	
Emma Childs	

Apologies:

Julie Paget Hazel Friend
Gennifer Paul Gomez
Jake Paget Zakia Pratt
Mike Howdle Sue Ntinymara
Hayat Khan

Agenda Items

1. Minutes of Meeting on 9th April 2009 were agreed as accurate.

2. Matters Arising

There were no matters arising. Emma Childs was welcomed to the Stewardship Group as a new member.

3. Update from the Host Team

Consultation Update:

The LINK has received the proposal requested on the relocation of gastro

-intestinal surgery to Derriford Hospital - Vicky has contacted Cornwall,

Devon and Isles of Scilly LINKs to look at putting together a

response for cross boundary, joint approach. Plymouth LINK are willing to act as the central point for the group as they have good links with Derriford. Vicky has received a poor response so far. Plymouth LINK to make one more approach. It was suggested that Sue Latham at Derriford be contacted to help with this process. It may be helpful to hold a joint consultation meeting to look at the implications for Plymouth services and people living in Plymouth because of the extra drain on resources.

Action<< Vicky Shipway>>

4. Event Feedback

Vicky and Chris Boote attended a LINK meeting in Taunton to look at cross boundary working. It was hosted by the South West Development Centre to discuss how the region's LINKs could work together on common issues and work effectively with services that work across boundaries. Plymouth seemed ahead of other LINKs in understanding which people and agencies to contact.

Pharmacist Recruitment - The Head of the Co-Operative Pharmacy has reported a problem in graduate recruitment in the Plymouth area. Peter will find out more information and also promote the LINK to the group.

Action << Peter Woodley>>

5. Updates

Claire recently attended the Learning Disability Partnership Forum. This resulted in four new members and 23 pieces of feedback.

The Forum also made a request for LINK to visit the learning disability Quality sub group for Health & Social Care.

A Stewardship Group Member asked about how much involvement we have had with Marjons College, Plymouth University and the Peninsula NHS Medical Treatment Centre. The LINK has met with Plymouth University to develop volunteering opportunities within the LINK but no contact has been made yet with Marjons. Barry has links with the Health & Social Care department in the University and can discuss the LINK with them, also the LINK hopes to target student Rag week for student feedback. Claire has met with the Manager of the Peninsula NHS Medical Treatment Centre - Pat Warwick and visited the hospital with Pat. Invites recently went out to all LINK members in the bulletin who would like to visit the hospital to have a look round, anyone interested to contact Claire. Chris suggested this may be a good opportunity for the Stewardship group to visit too.

Action <<To be followed up >>

The South West Development Centre hosts networking events for regional LINKs and have set dates for Host/LINK networking events - to share good practice, issues. The LINK Stewardship Group Chair and a

representative
from the Host Team attends these and it would be good for
other Stewardship
Group members to be involved, although there are limited
spaces.

Dates are:

Thursday 25th June
Wednesday 9th September
Thursday 3rd December

LINKs learning events are open to anyone from LINKs in the
South West.

Dates are (topics to be set at networking meetings and
published):

Tuesday 14th July
Thursday 29th October

Venue will be either Exeter or Taunton and a member of the
Host team
will be going. Members to let the Host Team know if they would
like to go.

Action <<Applicable to all>>

Requests for Consultation -

Sally Parker is looking for a Stewardship Group Member to
represent LINK
at the Diversity Inclusion Network. The aim of this group is to
focus on
equality and diversity issues in the workplace across all of NHS
Plymouth.

Meetings are to be held quarterly. Emma Childs volunteered.
Vicky will contact Sally about dates and let Emma know.

Action << Vicky Shipway >>

Devon LINK development worker Caroline Lee is setting up a Visual Impairment Action Group which has contacted hospitals in Devon and Cornwall about how they meet the needs of people with visual impairment. They have invited the Plymouth LINK to join them. So far they have had a disappointing response to their letter concerning this issue.
Action << Applicable to all - involvement to be investigated >>

Annual Report and AGM -

Annual Report. Drafts of both the Annual Report and the Summary Report were presented to the committee and were taken away for perusal. Some amendments were suggested and the Reports will be circulated to the rest of the Stewardship group and all comments/amendments to be emailed to Claire and Vicky by Tuesday 26th May.

Action << Applicable to all >>

Annual General Meeting. It was agreed to promote the food aspect in an attempt to boost numbers attending. Stewards to meet at 5.15 pm at the Copthorne Hotel for quick update prior to start of meeting. Please let the Support Team know if you will be attending.

Action <<Applicable to all >>

6. Feedback Report & what's next?

The Host team presented the group with the key issues that came out of

the Feedback Report - they are split into three sections -

1. Issues which affected higher numbers or people from vulnerable groups.
2. Issues which were seen as important with recommendations.
3. Individual or less frequent issues that affect only a few people.

The group looked at the top issues in terms of the work plan which were-

Derriford Waiting times
Derriford Staff attitudes
Access to GP
Access to dentist
Access to dentists for BME women

Access to Mental Health services

The group asked that more research be done and brought back to the group.

This includes requesting PALS reports and Complaints from the Primary Care

Trust and Derriford Hospital; requesting any policies that are relevant around

access to services and summarising for the group which Doctors and Dentists.

People have given feedback about and what the specific problems were.

Action << Claire Hendy >>

The events which are happening this month (AGM/ Annual Report Celebration

etc) will be used to gain some more feedback from the public about their views

in relation to the feedback so far.

Action << Support team >>

7. Public Meetings/Roadshows

Vicky raised the issue of public meetings and whether Stewardship Group meetings be held and accessible to the public in future. It was suggested that open public meetings be held in various venues around the city to increase public participation and awareness of the function of LINK. Other LINKs are already doing this. It was suggested that these meetings be held quarterly, on specific areas of public interest. It was suggested that the first meeting be held in September 2009. Research is to be carried out into possible venues. Meeting dates are to be placed on the website, and attendees are to be asked to confirm their attendance to ensure that a large enough venue is booked.

Action << Sue Casemore >>

8. LINK Policies

The Equality & Diversity policy was adopted in draft.

9. Budget

The group had an update on the spending for April 2009 and agreed the proposals for spending.

10. Any Other Business

Following the presentation by Craig McArdle, Adult Social Care Commissioner, the Putting People First document is now held

in the LINK
office for reference.

It was noted that CRB checks are only applicable to the time that people have been resident in the UK. i.e. if someone has been here for 2 years then they only cover that period.

The Chair asked if all Stewards can confirm their attendance at future meetings, or make their official apologies.

Action << All to note >>

11. Future transition group meetings - date and agenda.

Next meeting: 24th June 2009 2.00 - 4.00 P.M. In the Conference Suite.
HQ Building.

Agenda issue: LINK Visiting to be discussed at next meeting.