

# **MINUTES OF A MEETING OF THE LINK STEWARDSHIP GROUP**

**Held in Room 31 HQ Building,**

**26<sup>th</sup> August 2009 6.00 p.m.**

## **Present:**

Chris Boote (Chair)  
Barry Lucas (Vice Chair)  
Peter Woodley  
Gennifer Paul Gomez  
Vicky Shipway (LINK Support Team Manager)  
Claire Hendy  
Julie Paget  
Jake Paget  
Dot Throssell  
Leanne Duff (Observer)  
Sunder Braganza (Observer)  
Christine Breckell (Minutes)

## **Apologies:**

Zakkia Pratt  
Joe Dunn  
Emma Childs

## **Agenda Items**

Three prospective new Stewards were welcomed to the meeting by the Chair

**1. Minutes** of Meeting on 16<sup>th</sup> July 2009 were proposed by Barry Lucas and were unanimously agreed.

### **2. Matters Arising**

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

- > Item 3 – Barry has figures for bed blocking at Derriford. He will send the information in before the next meeting – ongoing.
- > Item 4 –Incoming requests - Vicky has met with Peggy Johnson re signage in Derriford.
- > LINK representation on different groups – a diagram has been produced to show the different groups that LINK can get involved with.  
Care home forum – progressing with PAPOP.
- > Item 7 – Stewardship attendance lists not yet on the website – ongoing.

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

Chris Boote and Vicky have attended an Overview and Scrutiny Panel (OSP) meeting which lead to them being invited to attend a training session for councillors on social care provision in the city. Chris Boote attended this meeting and has asked for the slides to share with the rest of the Stewardship Group. Vicky presented a protocol to the Chair and Vice-chair on how they should interact with the OSP which was accepted.

Jake attended a meeting of the Children & Young People Overview & Scrutiny Panel which discussed how a child admitted to hospital with suspicious injuries was dealt with by the hospital Trust. Jake has become a member of the Children's Trust Panel and will feed into the LINK issues of interest.

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

- David Connelly from Derriford hospital has requested a LINK representative on the Executive Board of the Primary Care Trust (PCT). Chris Boote indicated his interest in this forum.
- Sally Parker is chasing up the GP Governance Group and Dental Investment Panel for LINK membership.
- Invitations have been received from the OSC to visit both the Memory Clinic and the Ambulance Trust with them.
- Neil Chambers of the NHS Cornwall Primary Care Trust (PCT) has invited LINK for joint discussions on transport and accommodation issues for families impacted by the relocation to Derriford of upper GI surgery patients from Cornwall. This meeting is to take place in September – Barry is interested in this meeting.
- Care Quality Commission is holding a public meeting on 16<sup>th</sup> September to discuss how it is going to work with LINK and other health and social care scrutinisers.
- Vicky showed a diagram illustrating a map of where LINK representatives were needed. Chris Boote asked for Stewardship Group members to indicate any areas of interest before the next meeting so that they can be allocated. Not all representatives need to be from the Stewardship Group.

#### 5. **Moving Projects Forward**

Derriford waiting times – Link is in discussions with Derriford and has suggested amendments to the letter which is currently sent from the hospital to patients asking for information on waiting times to be included.

Derriford cleanliness – LINK would like to assist Derriford in monitoring the cleanliness issue. Now that Derriford is compliant there is a role for LINK in helping the hospital remain so.

GP Surgery opening times – LINK has requested PCT to update the leaflet stating the extended opening times and facilities offered by GP surgeries and resend to all homes in Plymouth.

Dentists – ongoing. Claire is going to meet with the Peninsula Dental School. Chris Boote asked for information to be obtained on the estimated increase of NHS dentists next year to deal with demand.

Mental Health services – PIPS have links with local commissioning group – LIT. Building on LINK feedback on access to services, PIPS have requested a booklet to be produced for users and carers of all mental health services describing the services and how to access them, and service users and carers are to be involved in the future training of professionals.

Children and Adolescent Mental Health (CAMS) – Jake is involved in this group. Young people are in future to be involved in the interviewing of potential staff. He will liaise with Ashley to inform of good practice.

#### 6. **Reports and Recommendations**

Vicky reported on the progress of the reports made to services:

- recommendations have been made to the PCT to update surgery leaflets re opening hours, women doctors and languages spoken. A response is expected by the end of September.

- information on different carer services to be available in doctors' surgeries.

Successful approaches have been made to both Devon Doctors and the PCT to provide access to this information. Devon Doctors have agreed and are displaying this information at Derriford and on their web site, and the PCT has promised to report back on its progress. A hard copy update of this is to be provided to the Stewardship Group at the next meeting.

## **7. Vision for developing the Plymouth LINK**

As requested at the last meeting, Vicky has identified possible funding opportunities to fund new LINK posts and timescales to having staff in place: estimated timescale for new team is 12 months. The Stewardship Group agreed the funding of a full time administrator from the year 1 underspend.

Two new policies were put forward for agreement by the Stewardship Group – Finance Protocols and Health & Social Care visiting policy. The finance protocol was agreed after discussion. The Visiting Policy was agreed in principle on the recommendation of the Chair. This would be ratified when Stewards had received the national guidance document.

Vicky explained the criteria under which visits can be made and the responsibility of Health & Social Care services to take LINK seriously.

**Action >>>** Host to supply Stewards with Guidance document

Stewards to associate document with Plymouth LINK protocol on Enter & view

## **8. Finance**

Vicky ran through the budget, and reported that Plymouth City Council had paid half of the costs Can of the bouncy castle and band hire fee and all of the costs for the PA system and generators as compensation for the inconvenience caused at the LINK first anniversary event and Annual Report launch in the Piazza in June.

Vicky reported on the budget to date. Acceptance proposed by CB and agreed

## **9. Visiting Team and Training Update**

Visiting team training is on the 4<sup>th</sup> September. Members of the Stewardship Group were asked to contact Claire with any other training requirements.

## **10. Any other business**

Chris Boote suggested that between now and the next meeting a 'brain- storming' meeting be held to discuss LINK strategy for the next 18 months and to reinforce the structure of the LINK. Chris also suggested an induction be held for the new members of the group before the free meeting.

Date set for Tuesday 15<sup>th</sup>

September 6.00 – 8.00 p.m.

## **Next meeting date**

The next meeting is set for 25<sup>th</sup> September 6.00-8.00 pm.