

County Durham LINK Management Committee Meeting Minutes

Monday 12th September 2011
St Cuthberts Hospice, Durham, DH1 3QF

		ACTION
1.	<p>Present: Peter Irving (Chair), Colin Burton (Vice Chair), Michael Dalton, Mary Mitchell, Pam Spurrell, Robin Millerchip, Brewis Henderson, Kath Currie, Audrey Chapman, Jim Welch, Les Goodrum, Mark Dunne-Willows, Alan Charlton</p> <p>In Attendance: Alesha Aljeffri, Julia Catherall (minutes), Mike Hemingway</p>	
2.	Apologies: Betty Carr, George Blakemore, David Taylor-Gooby	
3.	Minutes of the last meeting: Agreed as a true record.	
4.	<p>Matters arising from the minutes:</p> <p>Sandra has been in touch with Audrey regarding the Carers Group which is going to be reviewed in a couple on months.</p> <p>No comments were received about the Freeman Hospital, however Alesha has been in contact with Newcastle LINK.</p> <p>Julia discussed the issue over Mark Cotton from NEAS not being able to talk at the information day due to them being involved in bidding and that they can not be seen to be talking to any outside organisations at this time.</p> <p>Audrey advised that they have not yet received the carer's break money.</p> <p>Betty mentioned that Bishop Auckland Maternity Unit has re opened and procedures have been put into place to ensure that it does not happen again.</p>	
5.	<p>Governance:</p> <p>Standards committee</p> <p>The group met last week and have been carrying out a review on policies and the code of conduct and District representative application form were signed off by Management Committee. Following the interview process, David Taylor-Gooby has been co-opted on to Management Committee as Easington District</p>	

	<p>Rep. Janet Walls who also applied for the position is still interested in being involved with LINK though particularly with regards to any work on Mental Health issues.</p> <p>The retirement by rotation procedure was discussed and those members that this applies to are District Representatives Colin B, Peter I and Mary M and Special Interest Group Representatives Audrey C and Jim W. All District Reps had expressed an interest in running for re-election and a letter informing the membership of the election was sent out and the closing date for receipt of nomination forms has now passed.</p> <p>Only 2 nomination forms were received and were both from the Derwentside area.</p> <p>All members who have been with management committee for over a year will shortly be receiving a review questionnaire via email.</p> <p>Audrey has discussed her position with the Carers Centres and they were happy to put Audrey forward for the representative for Carers again. As Durham Disability Voice no longer exists, there has been some discussion on how the views of the physical disabilities and sensory impairment are represented on Management Committee and it was suggested that to address this a sub group be set up to look at how views be fed in. Initial discussions will take place between Jim W and CoDeaf rep Sandra Cottrell on how the membership can be more involved with this forum.</p> <p>AGM – A discussion took place over the numbers for the AGM and the agenda. An invite as also been sent out to the regional LINK organisations as Mary Simpson from the Department of Health will be attending as guest speaker.</p> <p>LINK Review – Notes were sent out after the meeting that took place on the 8th August. A development group is taking place next week which is to be facilitated by Liz Greer as the LINK’s independent consultant.</p> <p>Consultations – Alesha advised that the last response to a consultation was produced via LINK members comments through a survey sent out by the Host, and proved to be more effective. It was agreed that this be used for future consultations as well</p>	
6.	<p>Local HealthWatch :</p> <p>Host Position – Jane mentioned that at the review day there was a very significant discussion over HealthWatch and what the LINKs position was in tendering for the contract. She reaffirmed that the Local Authority will be putting the HealthWatch contract out for tender and there will be a commissioning process. The model is intended to be developed by November with a view to going out to tender in the early part of the new year. Whoever wins the contract would be advised in early May with a view to</p>	

commence is October 2012.

Jane advised that the Local Authority can not involve LINK and others in the process of the specification internally. However the reference group will be formed to help inform on what will go into the specification and the meeting will be taking place on the 19th October.

At the review day there was a lot of discussion regarding the commissioning process and if LINK were going to tender for the HealthWatch contract or if LINK would work with PCP in bidding jointly. This had not been considered before and Jane explained that discussions internally had since then happened.

Jane then went through the previous experience when bidding for the current Host contract and what the tendering process will involve. An intensive process which will begin with a PQQ (Pre Qualifying Questionnaire), which any organisation interested in bidding will need to get through to proceed

The PQQ involves a selection of questions such as health and safety, safeguarding adults, equality and diversity, the policies that are in place, the procedures that are in place to recruit staff, and have a record of 3 years of accounts and provide some evidence of this.

Jane quoted from information from NALM which says “most local authorities are under the impression that they are required to tender for the new local HealthWatches some of them are aware that they can use granting aid, however they are in the minority, however even using this route some of the organisations have standing orders or pre qualification questionnaires which require organisations to have a track record.”

Jane mentioned to the management committee that she does not feel that at this point they could get through that stage as they do not all the evidence needed and the timescales are very short to pull this all together, as it would need to be pulled together by November which is not a lot of time to get the information together as an organisation. It is for that reason that if PCP were to work with LINK jointly in a bid, they would also not get through the process as both organisations working together will need to meet the standards.

The PCP and the Team have been discussing what the way forward is as what they would like to see is some kind of retention

of the skills, training, knowledge and volunteering input.

Jane is confident that the PCP will pass through this process as they have got through the process on a number of occasions and recently submitted a tender for some work and received the highest score possible for the PQQ. The PCP will then work with the LINK to on shaping the model.

For example, in shaping this model Jane would need information from Mary about Teesdale and how she engages in the people from Teesdale. Jane showed the group the names and photos of PCP's board of directors and discussed that they are volunteers which live in the County Durham area and all of them have some kind of health problem or caring responsibility who are elected members of the community who Jane is accountable to.

Peter finished by saying that Jane has come along today and given PCP's point of view and asked that the group to think about the questions that they want to ask and whether they are for the development group rather than with the PCP. He went on to say that everyone needs to look at their role in the development group as there maybe some conflicts of interests. Some of the discussion on what LINK is going to do will come to the management committee meeting as they can not involve the PCP as to how things could develop.

Alan asked Alesha how the group will take things forward as a management committee do not meet until November so the time scales are very tight. Alesha said that any decisions could be taken to the AGM as the LINK membership will have to endorse the proposals and any other feedback can be collected before the meeting on the 19th October.

Pam mentioned that she did not know the PCP board of directors and as she is now being asked to work with them she was a little disappointed. Jane replied that it is not unusual for a board of directors not to meet everyone in the project. The management board are there to run PCP and not to run the project.

Colin mentioned that he knows that Gateshead LINK have already agreed a way forward. Jane mentioned that nationally other local authorities are going down the commissioning route and made no reference to the local area.

Durham County Council Local HealthWatch Reference Group
– Peter mentioned the discussions that had took place between

	<p>himself and the 2 Vice chairs and that they agreed that considering the timescales they would not be tender ready.</p> <p>Regional update – The Hosts from around the region have not been meeting for a while as the Regional co coordinators contract ended in March. At the last meeting a presentation was given from Julie Raynor who is the Care Quality Commission Lead for the area. Alesha went on to say that there are 75 pathfinders across the country, 3 in the North East which are Gateshead, Hartlepool and Northumberland. There is still some regional funding of about £20,000 across the region. Some of the money has been spent on training to LINK members.</p>	<p>Alesha to cascade the presentation given to the MC.</p>
<p>7.</p>	<p>LINK Workplan Update:</p> <p>Stroke – comments from the working group and survey have been added to the consultation response and sent to Mary Bewley. Once the report has been written this will also be shared with the Overview and Scrutiny committee.</p> <p>Alcohol – At the last alcohol sub group meeting Robin suggested that we see if we can be involved with the alcohol week in November and do some work with Balance. Julia emailed Colin Shevills and had an invite to a meeting in Newcastle on the 19th September.</p> <p>Personalisation – only 2 people were interested in being involved in the forum therefore the event was cancelled. Phil Malyan is curious to know why service users are not interested in a forum. Alan suggested using the AGM to get some people interested in the forum, Alan would be happy to help in supporting this.</p> <p>Carers – issues are being monitored and these will be fed into the group which are due to meet again in the next few months. Audrey mentioned that she has not yet received the money that has to be spent by March.</p> <p>Learning Disability Parliament – this work has been put on hold as there has been no response from them. An invite has been received to attend the Learning Disability Partnership Board meeting.</p> <p>Children and Young People – work is ongoing with 2D.</p> <p>An A4 update sheet will be produced for the next meeting that will reduce the time spent on this agenda item.</p>	<p>Update sheet to be produced for the next meeting</p>
<p>8.</p>	<p>Engagement update:</p> <p>District engagement – A discussion has taken place with the CVS groups around the county and they have been commissioned to do some work in helping them get more involved with their communities and work with the district reps. Alesha has now met with East Durham Trust, 2D, Chester le Street and District, Durham CVS, Derwentside CVS and CAVOS. Contracts are been</p>	

	<p>drafted up for sub work.</p> <p>Special interest feedback – Julia mentioned that there is a lady interested from the over 50 LGBT group sitting on the management committee for special interest.</p>	
9.	<p>Joint Information Gathering (JIG) Group Update:</p> <p>Michael mentioned that there have been no issues brought up regarding Southern Cross that have been raised by the LINK membership. Mark suggested that if Southern Cross is ceasing to exist that a letter could be written to the safeguarding adults team at Durham County Council that would be dealing with the replacement of anybody from the homes.</p> <p>Michael mentioned that it had been suggested to invite Maureen Grievson to the JIG meeting. Alesha said that Jill Salkeld had been in touch about coming to a meeting to discuss the clinical strategy. Alesha to see if she can tie it in with her attending a JIG meeting.</p> <p>The next JIG working programme will be the discharge policy from County Durham and Darlington Foundation Trust as performance on this in comparison with the rest of the county is poor. If a survey is being sent out then perhaps some questions could be included.</p>	<p>Alesha to write a letter to DCC</p>
10	<p>Enter and View:</p> <p>Alesha discussed some visits that had been arranged for the groups which included the Urgent care departments at Bishop Auckland and Peterlee.</p> <p>Michael mentioned the 9 recommendations from the UHND report that was written. This has been sent to the trust and a letter has been received from Stephen Eames with a good response. Every recommendation that came out of the report will be dealt with by the end of September if they have not been already.</p> <p>Alesha mentioned the 2 reports that had been tabled and asked the group to read through them and have any comments back to her by the end of the week.</p>	
11	<p>Any other business:</p> <p>Consultations – Alesha spoke about the paper regarding the allocation of funding for HealthWatch. This will be sent out to the membership and questions will be asked at the LINK AGM.</p> <p>Clinical strategy-Maureen Grievson and Edmond Lovell would like to come and talk to the management committee about the clinical strategy.</p> <p>Events – Alesha mentioned the Prevention First meeting which is on the 10th October in conjunction with County Durham and Darlington NHS Foundation Trust.</p> <p>Jim Welch – mentioned that he has applied for life insurance and the company has sent a letter to his doctor asking for a general practitioners report at the cost of £85. His doctor is not willing to</p>	

	<p>fill this in as there is no legislation to say that he has to. Jim suggested that there needs to be some clarification as to what the procedure is. Jim also mentioned that if a surgeons report was required that would come to a cost of £300.</p> <p>Alan Charlton – mentioned the VONNE update that is to be circulated regarding meetings and events.</p>	
	<p>Date of next meeting:</p> <ul style="list-style-type: none">Monday 14th November 2011 – St Cuthberts Hospice, Durham, DH1 3QF. 10am start and to finish with a buffet lunch at 12 noon.	