

County Durham LINK Management Committee Meeting Minutes

Monday 14th March 2011
St Cuthberts Hospice, Durham, DH1 3QF

		ACTION
1.	Present: , David Haw (Chair), Colin Burton (Vice Chair), Audrey Chapman, Michael Dalton, Mary Mitchell, Pam Spurrell, Betty Carr, Robin Millerchip, Alan Charlton, Janet Walls, Brewis Henderson, Peter Irving (Vice Chair), George Blakemore, Jim Welch, Kath Currie, Mark Dunne-Willows	
2.	In Attendance: Alesha Aljeffri, Julia Catherall (minutes), Agnes Armstrong	
3.	Apologies: None received. Dave mentioned that a letter had been received from Malcolm Fallow advising that he has tendered his resignation from the LINK Management Committee. Malcolm had mentioned in the letter that he is happy to stay on the Health and Wellbeing Partnership. Dave thought that it would be better for another management committee member to attend the meetings to ensure feedback was received from the meeting. The rest of the committee agreed. Alesha to contact Malcolm to let him know and to ask the rest of the committee to express an interest.	Alesha to contact MF
4.	Minutes of the last meeting: A few amendments to change to the minutes. Matters arising from the minutes: Dave asked Peter to discuss the CQC meeting that he attended last week with Michael Dalton. Peter said that the main part of the meeting was to show how CQC went in to do their assessments at different places. The session was around how in future LINK could work together to explain their system. Michael mentioned that the system that CQC use can only be used by their inspectors to tap into. Sarah Crossland from the Department of Health came and spoke about the transition into HealthWatch. Some questions were asked regarding the additional funding and if this money would be ring fenced. Sarah also discussed that HealthWatch could be established as a corporate body. Peter went on to say that Sarah mentioned that the Local HealthWatch would be an organisation in its own right. Negative conversations took place as they talked about the cuts in the County Council affecting the plan. Because of the lack of support some of the	Julia to send copy of HealthWatch papers out

<p>groups are disappearing. There is a big threat to the voluntary sector because the County Council is trying to decide who is going to do the voluntary work however this may go out to a private organisation. Peter also mentioned that there has been no money for the GP consortia to take on any of the transition work. The transition plan should be published by the end of this month.</p> <p>Dave mentioned the letter that went to the local authorities regarding the pathfinders. The original pathfinders that were asked seemed to have been dropped but they are asking them again.</p> <p>Betty mentioned the CAMHS report and that LINK is not allowed to view premises which involve children. Dave explained that LINK can deal with children's services within the NHS. What LINK can't do is go into children's homes but if we have been asked to comment we can do. Dave read a letter that had been received from Tees Esk and Wear Valley thanking LINK for the report.</p> <p>Alesha mentioned again the report from CAMHS and said that the suggestion did come to the management committee to go in and have a look to compare the sites. At the meeting it was suggested that someone from the Enter and View group go in and view it.</p> <p>Alesha went on to mention the PAL's/CQC working group and to say that the terms of reference went out and no one commented on them so it was agreed that everyone was happy with them and the group would now be called JIG (Joint Information Gathering Group).</p> <p>Alesha mentioned that the Host will be meeting with the local authority to discuss the contract over the next 12 months. A lot of calculations have been done on budgets so a face to face meeting has been scheduled for next week. Alesha will give an update at the next management committee meeting.</p> <p>Peter mentioned that George had talked about the changes to the Countywide Mental Forum and the lack of support. Jill Simpson and her team will be carrying out a review and 4-6 weeks support will be provided during this time. The team of 4 that Jill has got now is a generic team across the health services. Only 1 of the team focuses on Mental Health.</p> <p>Audrey mentioned a situation in Sedgefield and a carer that is in his 90's who is looking after his severely disabled wife who is</p>	<p>Alesha to give an update regarding the contract.</p>
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	<p>doubly incontinent. The carer development team went to see the couple and the gentleman was given an extra 2 hours respite care for him. That has now been taken off him because his wife is receiving a full package of care, and there is no money left in her package to give him any support. Audrey is unsure if this needs to be monitored. Dave has suggested drafting a letter to Sarah Briggs from Durham County Council to say that LINK's understanding is that when someone is a carer they have a separate package from the one that is being cared for. This needs to be confirmed that this is correct.</p> <p>Alesha mentioned about the patient representative and paying a one off payment of £50 to cover costs of paper and ink cartridges and who is entitled to claim this. This will be sorted and brought back to the next management committee for next year. There is money in the budget to do it for this year however the process will start from next year.</p> <p>Alan mentioned that it said in February's minutes that a copy of the Enter and View minutes would be given at the management committee. This had been forgotten about but a copy will be posted/emailed out to everyone within the next week.</p>	<p>Letter to be drafted to Sarah Briggs</p> <p>Julia to send E&V minutes out</p>
5.	<p>Governance:</p> <p>Alesha mentioned the agenda items 5 which were the LINK Chair Election procedure and the role description. The election for Chair will be done at the next management committee. An application form which will go out in the post for the position and the closing date will be 6th April where all responses will have to be in. The profiles will be collated and sent out before the next management committee meeting and at the meeting they will be asked to make a decision. Those who will be running for Chair will be asked to speak to their colleagues for 2 minutes.</p> <p>Alan mentioned that he will not be at the next management committee meeting and asked if he could have a proxy vote or does he have to be present. Alesha advised Alan that he is a co opted member and as such does not have any voting rights.</p> <p>Dave mentioned that for all elected members of the management committee they should have a proxy vote.</p> <p>Colin asked if the next meeting would be extended to go through the profiles and then do the agenda business. Dave said that he will be chairing the first part of the meeting and then when the new Chair is elected, Dave will be leaving.</p> <p>Alesha mentioned feedback coming in from local district reps. Alesha said that they will be starting to put the feedback from the reps as part of the agenda. This should show what has been</p>	

	<p>happening in their local area. If there has been meetings that the reps have attended this is an ideal opportunity to feedback. This can be done verbally or by filling in a feedback report.</p> <p>Dave mentioned the income and expenditure report and that LINK is trying to retain the under spend of £40,000 which has come about as the Host has less staff. Dave has raised his concerns that it is not for the council to take back as this is LINK money and was given as part of the contract.</p>	
6.	<p>LINK Work plan Update: LINK Work plan 2011/12 – Alesha gave a presentation regarding the issues that came out over the last 3 years. 30 issues were put forward when we first started in September 2008. In 2008/2009 Host asked the members to prioritise some of the issues and they came up with 4. Extra issues were brought forward from the coffee mornings that LINK organised, and also from the LINK AGM in 2009.</p> <p>The ongoing activities now are: Alzheimer’s/Dementia services, Personalisation, PAL’s/CQC. The PALS/CQC remit is to look at any issues that come out of the PALS reports from the different trusts, any evidence that we can find on the websites regarding patient opinion.</p> <p>Personalisation – We didn’t seem to be getting anywhere with the local authorities, Alesha has met up with Phil Malayan who is the Personalisation Development Manager and it has been suggested that a forum is established to find out the needs of service users.</p> <p>Alzheimer’s/Dementia – There was no clear indication on what the group wanted to focus on as it was very broad. The Chester le Street and Durham Countywide Dementia forum is a way that we can do partnership work with them over the next 12 months. Colin mentioned that the Chairs had changed on the Older Peoples Implementation group that he sits on which meant a re hash of priorities from the implementation plan. They will be another meeting in a couple of months.</p> <p>Watching briefs include the Carers strategy, Alcohol, Rural Health issues which is something that was wanted to be flagged up through the Dales Health Network and through ICO (Integrated Care Organisation). Rural proofing is a big area to actually focus on. Alan said that there are 5 rural villages that the Primary Care Trust is working with under a healthy villages campaign which includes West Cornforth. Alesha mentioned forming a sub group</p>	

<p>and combining Wear Valley and Teesdale district reps to look at Rural health issues or if anyone else that is interested from the management committee.</p> <p>Stroke services are now a watching brief, issues maybe moved with this as Seizing the Future's final report is out. This will be re distributed to the members of the working group. There has been some movement on Stroke services and the Hyper Acute services. A draft consultation plan has been written and Jill Simpson would like to meet with both Darlington and Co Durham LINK to comment on the consultation plan before it is brought to a formal consultation. This will now be a working group rather than a watching brief.</p> <p>Momentum was a watching brief on the hospital. Dave and Malcolm were both sitting on this group. A discussion took place to see who would be interested in attending. The meeting covers both the Sedgefield and Easington area.</p> <p>The issues that have ended are GP Patient Forums, Residential Care Homes, Mental Health Day Services Review, Seizing the Future. What has been highlighted is that Stroke now needs to be a current working group, Alcohol needs to be a watching brief, and Momentum needs to kept an eye on. A concise report will be written and given out of what has been discussed. A scoring procedure was done previously to find what the top work plan issues was; this seemed to be a very complicated procedure. It was suggested that we review how this process is done. Alan suggested looking at the evidence that is available around health and social care issues around County Durham and match the evidence need with the softer stuff as to what the membership is telling the LINK and that should form the priorities for LINK/HealthWatch. Dave suggested Alan meeting with Alesha to make some decisions on what is required to go onto the work plan pulling in information surrounding the Joint Strategic Needs Assessment. This could be ready for either April or May's management committee meeting so valuable decision can be made regarding the work plan for next year.</p> <p>New for 2011 – establish new forums like a personalisation forum which will be a service user forum looking at working with other groups on the LINK database. Partnership working with the community forum for Dementia and Alzheimer's, also we will be doing some work with Darlington LINK with the joint Stroke group and Mental Health Crisis which is another group that will be formed. We will be doing some work with the contact from the young people's services from Darlington Hospital and how we use</p>	<p>Final Seizing the future report to go to the working group</p>
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<p>the liaison with 2D network. A new link has been established with Co Deaf and they have highlighted some issues. The prison service was more aspects of the prison rather than the health within it. We have another link with the learning disability parliament where we are going to focus on the learning disability strategy and any work plan issues that they come out with themselves.</p> <p>The joint information group is to analyse trends and information. The feedback that we get from this group will give an idea of specific pieces of work, which can be given to the Enter and View group.</p> <p>The Host have now got an online system that which is called survey monkey which gives us a way of tapping into the online usage of how members want to be involved. This will be also sent out by post.</p> <p>Alesha has a meeting with the Clinical Commissioning Lead regarding the GP consortia to raise awareness of the LINK and establish ways on how we can work together.</p> <p>We have a member from the Derwentside area who is interested in joining the management committee, the standards committee did agree to meet with the new representatives to go through an interview process.</p> <p>A copy of the presentation will be emailed out to all of the management committee.</p>	<p>Presentation to be emailed to management committee</p>
<p>Any other business:</p> <p>Betty mentioned the GP consortia which has 6 clusters in the County Durham consortia. Betty is concerned that there is a lot of talk about private companies coming in and taking over.</p> <p>Kath mentioned that she is trying to set up a database with the GP patient forums and any other organisations to make contact with so she can feed back to the GP's. An event is being organised for May.</p> <p>Alan mentioned representation and resolving the gaps. He also referred to the information on the Host performance report which says that the LINK management committee member is co opted onto the Adults and Wellbeing which is Malcolm Fallow who has resigned.</p> <p>Dave mentioned the Health Overview and Scrutiny meeting that he is on which he attended the last meeting. The new Chair will have to apply and be interviewed. The Overview and Scrutiny meet once every 3 months. Malcolm is on the Health and Wellbeing Partnership Board at the moment but Alesha will sort out who is interested in putting their names forward to join this group instead of Malcolm as the representative.</p>	

	<p>Janet mentioned that she and Colin attended the Quality Accounts update meeting. The board identified 5 priorities for inclusion in the 2010/2011 quality accounts. Janet mentioned that there was an input from the workshops on the day.</p> <p>George mentioned the interest that Alesha had in coming along to one of the Mental Health Forum meetings to talk about LINK and the transition into HealthWatch.</p> <p>Mary spoke about the meeting that she had recently attended regarding the Hyper Acute which was very good. They are planning on moving the Hyper Acute service showing signs of stroke to the UHND hospital in Durham.</p> <p>Robin mentioned the rearranged Alcohol Prevention group on the 6th April which he cannot attend. Kath will attend in place of Robin. Robin also mentioned an email that he had received from Alesha about a meeting on the 14th April about the Paediatric Cardiac Surgery Services. Robin can attend this and complete a feedback report.</p> <p>Peter mentioned the LIG and LIT meetings and advised the committee that they no longer meet. He also mentioned that there is an issue around voluntary bureaux, CVS with the County Council as they may put these organisations out to private tender.</p> <p>The management committee agreed to sign off the Income and Expenditure for Quarter 3.</p> <p>Alesha mentioned a letter that had been received from Tees Esk and Wear Valley about them sending a draft copy of their quality accounts on or around the 20th April and will have 30 days to comment on it. Dave suggested getting a group together to have a look and comment on the document.</p>	<p>Alesha to form a group to look at the quality accounts</p>
	<p>Date of next meeting:</p> <ul style="list-style-type: none"> Monday 11th April 2011 – St Cuthberts Hospice, Durham, DH1 3QF. 10am start and to finish with a buffet lunch at 12 noon. 	