

## County Durham LINK Management Committee Meeting Minutes

Monday 17th May 2010  
St Cuthberts Hospice, Durham, DH1 3QF

		ACTION
1.	<p>Present: Dave Haw (Chair), Peter Irving (Vice Chair), Peter Wilkinson, Audrey Chapman, Michael Dalton, Mary Mitchell, Colin Burton</p> <p>In Attendance: Julia Catherall (minutes), Alesha Aljeffri, Clare Sandford, Ashley Snowdon, Jane Hartley, Syd Duggan</p>	
2.	Apologies: Jim Welch, Malcolm Harrison, Betty Carr, Malcolm Fallow	
3.	Minutes of the last meeting: Approved and agreed as a true record.	
4.	<p>Matters arising not on the agenda:</p> <p>Page 2 – Momentum to be added to the work plan. The letter to Colin Carter regarding the Carers strategy has not been sent however Alesha mentioned to Colin about the leaflet from the Carers Emergency Support Service and the map on the back which does not show west of the county.</p> <p>Page 3 – Clare and Ashley have put a leaflet together aimed at Children and Young People called LINK Fresh. If anyone has any feedback regarding the leaflet could this be fed back to the Host team.</p>	
5.	<p><b>LINK Evaluation – next steps:</b> Alesha went through the LINK Evaluation that Liz Greer discussed at last month's meeting. She mentioned that work with the CVS should grow now with Ashley and Clare engaging more with them. Work is also being done around addressing various age groups. Ashley will be targeting the 19-25 year olds. Work will also be done on recruiting under 50 year olds and trying to find if these people are in working employment which could be tied in with LINK activities. This could be added in to the LINK application form but this would then only be captured for new LINK members. It was suggested that a short A4 size survey could be done to ask people if they are in full time employment, what time of the day is more suitable for them to attend a LINK event i.e. evenings or weekends. Host will look at separating the question regarding people with mental ill health and disabilities;</p>	

	<p>this will be incorporated into the application form. A recruitment drive in Consett and Stanley will take place towards the end of June where all areas will be targeted via election campaign. Host asked if Management Committee were happy for these recommendations to go through. The management committee agreed. Dave suggested having a look on the Durham County Council website site on the statistics of the number of residents that live in each area. This will show the percentage in each area if there are low percentages in various areas.</p>	<p>Clare to look at DCC website.</p>
<p>6.</p>	<p><b>Governance Proposals:</b>  Jane presented to the management committee a summary of the Draft Governance Proposal. Jane also discussed the structure of LINK showing the management committee and the working task groups. The current position shows that there are 10 management committee members. There is no representation at the moment on the committee for children and young people, minority community and learning disabilities. The district that is not represented at the moment is Chester le Street. Voting will be done before the AGM (Annual General Meeting) in October so each LINK member has an opportunity to vote. Announcements will be made at the AGM about who has been elected.  Emerging issues – There is a lack of capacity and time of individuals to take on more responsibility. Jane discussed the unitary status and the reorganisation of the 14 AAP's (Area Action Partnership) and how the LINK structure does not now reflect this. Jane mentioned that it is sometimes difficult for the management committee to gather and cascade information if they are not involved into a local network. Issues surround the size of the geographical area for the district reps to cover.  Options for the Future – Option 1 – No change to the current arrangements. The constitution states that 1/3 of the committee must stand down at the AGM. Resignations count towards that 1/3 as 2 reps have already stood down from the Sedgefield area and Chester le Street. As Betty Carr for Sedgefield was appointed during the year, she must stand down and be re elected. A new representative for Chester le Street will need to be elected and nominations for a new Chair and Vice Chair of the Management Committee. Option 2 – Would be to retain the current structure and have the district and special interest group reps. The criteria of the district reps would change whereby they would be nominated by the local networks and organisations. For example they could be nominated by there local AAP area, local CVS or local community partnership. If the current district reps wanted to stay on the committee they would need to demonstrate links to the local communities to be nominated. Some existing</p>	

	<p>members may stand down but could still be involved in an advisory role such as on the Standards Committee or the Enter and View group. Option 3 – Change structure to align to the AAP boundaries and adapt new criteria as set out in Option 2. There would be 14 places available on the management committee and formalise the special interest group as there is only 4 places taken on the committee. Remove Children and Young People from the interest group structure as there is other ways to engage with this group. This could mean that the management committee would be large but not all the time, as not everyone will attend each meeting. Jane asked for any questions. Dave mentioned that a lot of the AAP's are set up with local councillors. You could therefore possibly have 14 councillors on the Management committee and it could get political. Peter I mentioned that time has been invested to attend training and have experienced people on the committee. Peter W mentioned that the AAP's do not represent geographical areas and there is no guarantee that they will carry on in the next 12-18 months. This will be reviewed. Colin mentioned that the Consett and Stanley area will not work together so therefore will struggle to work with all 3 AAP. Dave Haw suggested a mixture of Option 1 and 2. Michael Dalton mentioned changing the criteria in people that are involved in certain networks, there are individual people that are not connected directly to network groups but are still good enough to disseminate information in their area. Jane proposed that the criteria are amended and we go for 2 representatives per geographical area. Dave suggested that the Host team draft something up and bring it to the next Management Committee meeting. A proposal will go out to the membership before the AGM in October. All agreed.</p>	<p>Host to draft a proposal for next MC meeting</p>
<p>7.</p>	<p><b>Enter and View:</b>  Alesha mentioned that the working groups have been formed for the 3 visits that are to be carried out. Michael mentioned how the visits would be affected as the last lot of training was cancelled. Host is trying to tie in with some training that is taking place at the Pioneering Care Centre. The Clozapine Clinic visit will take place mid June, the Willowdene visit is to take place on the 22<sup>nd</sup> June and Appletree is currently being sourced. A report is to come from the Enter and View group regarding the general a lack of knowledge about Enter and View and how the role is carried out. It was suggested that a report is to be written stating the things that LINK have done in terms of Enter and View, and how we have tried to engage with Commissioning Services. This report could come back to the Management Committee and then be fed into the Overview and Scrutiny. Dave mentioned that he has read something recently regarding Dental services and have we done</p>	

8.	<p>any work. Host mentioned that this was an area highlighted that Enter and View group would like to look into</p> <p><b>LINK work plan review – update:</b></p> <p>A reviewed copy of the work plan issues was discussed. Alesha asked the group for any comments to what was included. Mary asked how the traffic light system was used and she was told that amber means that it is still bubbling on, green means that it has been achieved and red means a lot of work still needs to be done. There are currently now 8 issues on the workplan as a few have been taken off. Dave suggests keeping a review so we know what we have done just in case anyone comes along and asks to see the work that has been carried out. A discussion took place to see if anything else is going to be added to the workplan along with Momentum. The other issues that scored high at the last work scoring meeting are standards among care workers; heart failure sufferers; teenage pregnancies and incontinence services were. Alesha suggested looking at how the workplan scoring takes place.</p>	
9.	<p><b>Mental Health Day Services Review:</b></p> <p>Dave mentioned to the group that he was at the last Overview and Scrutiny (AWBH) committee meetings where a report was delivered regarding the mental health day services review. Following the meeting a letter had been received from the Countywide Mental Health Forum outlining their response to the report. Dave read the letter that had been received and he mentioned that it contradicted David Shipman’s report. Dave sent an email to Feisal Jassat from Overview and Scrutiny stating his concerns regarding conflicting views on how the services have been delivered and been reported on. He mentioned that he was disappointed in the way things were handled but will keep the committee updated.</p>	
10	<p><b>Momentum:</b></p> <p>Dave has asked Overview and Scrutiny if they can put it on the agenda. An overview and scrutiny group has been formed with Darlington, Durham and Hartlepool but they have not met yet. Suggested if we can get issues on the agenda for the next meeting. Now with the change in government it maybe that the money for the new hospital could be withdrawn.</p>	
11	<p><b>Any other business:</b></p> <p>Joint Commissioning Strategy for Older People – A bulletin was sent out to the LINK membership to see if anyone was interested in being involved in the consultation. No responses were received from any of the LINK members. Dave mentioned that Age Concern had been commissioned for work by the County Council and they received views from a wide range of older</p>	

<p>people. Age Concern is doing a report on their views and LINK will be able to have a copy and support this. LINK will also endorse the response given by Sedgefield CAB.</p> <p>GP Patient Event Report – Clare discussed the report that she had written regarding the GP Patient Event report. Clare mentioned that telephone calls were made to ask why the 36 people that had expressed an interest did not attend. The report has been sent to all the GP practices that have not currently got a GP Patient Forum.</p> <p>Alcohol Awareness Event – This is being held on Thursday 27<sup>th</sup> May at Eldon Community Centre where at the moment only 2-3 LINK members are attending.</p> <p>December Management Committee meeting – Julia asked if the date could be changed from the 20<sup>th</sup> December to the 13<sup>th</sup> December for the management committee meeting as Dave is at an Overview and Scrutiny meeting on the 20<sup>th</sup>. This was agreed.</p> <p>Regional LINK Position – Dave has been told that all the Regional Strategic Health Authority contracts will end by the 31<sup>st</sup> March 2011. This in turn affects the position that has been advertised to employ a Regional LINKs Co-ordinator whose contract will also finish on 31<sup>st</sup> March 2011.</p> <p>Personalisation – The County Council have various strategies in line with the introduction of Personalisation in each local authority area. They have set up a personalisation programme board to take 4 of the different strands. The Pioneering Care Centre has been approached by the local authority to try and get some service user and carer engagement in the project group. A proposal is going forward to the programme board to recruit and train a panel of citizen experts where service users and carers would receive various training and have more of an understanding on personalisation. If the bids are successful we will be looking to recruit a number of people where criteria will need to be met as they will need to demonstrate that they are using services. LINK could have a voice in this process and another channel in feeding into this process.</p> <p>CQC Annual Performance Assessment Report 2008/2009 - LINK has received a letter from the CQC to ask if we wanted to be involved. Views for the LINK need to be in by 30<sup>th</sup> May.</p> <p>Jane mentioned that the Home Independence Service. Durham</p>	<p>Julia to change date with St Cuthberts</p>
--	---

	County Council is proposing to cut 80% of the services. This is going to cabinet on the 13 <sup>th</sup> June.	
	<b>Date of next meeting:</b> <ul style="list-style-type: none"><li>• 21<sup>st</sup> June 2010 – St Cuthberts Hospice, Durham, DH1 3QF. 10am start and to finish with a buffet lunch at 12 noon.</li></ul>	