

County Durham LINK Enter and View Minutes

Wednesday 13 July 2011

Bowburn Community Centre, Bowburn

		ACTION
1.	<p>MD opened the meeting, welcomed everyone.</p> <p>Present: Michael Dalton (MD), Michael Hemingway (MH), David Kellett (DK), Agnes Armstrong (AA), John Hudson (JH), Sandra Cottrell(SC), Syd Duggan (SD)</p> <p>In Attendance: Peter Irving (PI), Colin Burton (CB), Alesha Aljeffri (AL), Mandy Sharp- lip speaker Sandra Roberts (SR)– minutes</p>	
2.	Apologies: Joan Taylor and Sheila Grant	
3.	Minutes of the last meeting: Agreed as a true record.	
4.	<p>Matters arising not on the agenda:</p> <p>Alesha informed the group that she had asked for an update on the offer of further involvement in the review of CAHMS at the TEWV/LINK meeting on the 22 June.</p>	
5	<p>Concerns raised by David Kellett</p> <p>Since the previous meeting DK had raised a number of concerns via a letter to the Chair of Enter & View and Management Committee, who responded. MD asked DK to explain his concerns, to start a conversation within the group on how to proceed. Both letters have been shared with the group. DK went through his letter and the conversation was then opened up to the group. Everyone present agreed that the letter was constructive in its criticisms.</p> <p>The host clarified the issue of CRB's. CRB's take approximately 4-6 weeks once sent off to be returned. During the period from March to September 2009, most of the group completed their formal training, while the CRB's were conducted.</p>	
6.	<p>Roles and Responsibilities</p> <p>AL tabled a talk about roles and responsibilities when conducting a visit, to discuss some of the points raised by DK, including the training of future reps. However, it was agreed, that this was introspective and unwarranted.</p> <p>A discussion around the regularity of visits and how to deal with an urgent visit in response to a current situation ensued. The route through which these visits should be raised and the mechanics of the Management Committee (MC) agreeing to the visit were discussed.</p> <p>It was agreed that PI will contact the MC by email urgently, to formally ask for their agreement to proceed with a visit into a Southern Cross (SC) property. The MC will be given a cut off time</p>	<p>PI to contact MC to approve SC visit</p>

	<p>to respond by.</p> <p>It was agreed to table a proposal to the MC before the 8 August for discussion at the meeting. That urgent visits can be authorised by the Chair and Vice Chairs (if they are in agreement), without going before the full Committee at the next meeting.</p>	PI to table proposal for urgent visits
7.	<p>Feedback from the Management Committee</p> <p>The Host contract has come through, 3 months late. It has been agreed that the under spend from 2008-10 can be claimed back in either quarter 3 or 4 if required.</p> <p>A review will be taking place in August to audit how the MC and the LINK move forward. The establishment date for Local HealthWatch is now October 2012 and there are still no clear guidelines on how it is to be set up.</p> <p>LINK will be commissioning support from CVS's and local groups to support the LINK to engage with the wider community. Kirsty Hill has been employed until the end of October. Kirsty will be focusing on marketing/PR activities.</p>	
8.	<p>Host Progress Report</p> <p>University Hospital North Durham (UHND) – The report has been tabled for sign off. It will be formally agreed on 15th July and will be sent to the Trust, Overview and Scrutiny Committee, CQC and Mel Campbell.</p> <p>The times and dates for the A&E visits were confirmed.</p> <p>The date and time for the Audiology visit has been confirmed.</p> <p>A dialogue with the foundation trust is taking place to arrange visits to Urgent Care Centres in Bishop and Peterlee. Stroke services are also being discussed.</p> <p>TEWV have been approached about a follow up to the Clozapine clinic visit. DK agreed to be involved in this. Also being discussed is the Older People Mental Health service reconfiguration.</p> <p>SR stated the relationship between the FT Trust/LINK is now stronger.</p>	
9.	<p>Survey/Question/Observation Design for Visits</p> <p>The group all discussed the details and the questions that should be used for the A&E and Audiology visits.</p> <p>A&E - UHND will take place on the 25th July at 10-12noon. AA (lead rep), PC, SG and JH complete this visit.</p> <p>A&E - Darlington Memorial Hospital will take place on the 28th July at 2-4pm. AA, JH, JT and DK (lead rep) will complete this visit.</p> <p>Audiology Darlington Memorial Hospital will take place on the 19th August. MH (lead rep), SC & SD will complete the visit.</p>	
10.	<p>Any Other Business</p> <p>Colin gave an overview of the CQC/LINKs advisory group meeting.</p>	
<p>Date, time and venue of next meeting: Friday 16 September 2011, 10 am – 12 noon, Bowburn Community Centre, Bowburn</p>		