

**Gloucestershire Local Involvement Network (LINK)
Notes of the Meeting of the Interim Stewardship Board
Wheldon Room, Gloucestershire Rural Community Council
Wednesday 7th January 2009
10.30am to 12.30pm**

Present:

Barbara Marshall (Chair)
Bren McInerney (Vice Chair)
Judi Brown
Maureen Dore
Alan Waller
Don Espie
Barbara Stevens
Robin Agascar
Richard Townsend
Val Dyer
Peter Mannion

Apologies:

Christine Donald
Meena Patel

In Attendance:

Barbara Piranty
Pamela Dewick

<p>1. Apologies: Christine Donald and Meena Patel</p>	
<p>Notes of Interim Stewardship Board 3rd Dec 2009: Page 2, item 4: second bullet point should say “response to ambulance service”, Page 3, item 6: the paper was presented by Barbara Marshall, not Bren McInerney</p>	
<p>Matters arising not on Agenda: Page 2, Annual Health Check: BarbaraM has not been able to contact Fiona Jones yet. The Annual Health Check group meeting will be arranged, after Andrew Brand of the Healthcare Commission has met with the LINK members on 20th January 2009. Page 2, Chairs report: A copy of the Joint Health and Overview Services Committee on Great Western Ambulance Service (GWAS) has been sent to Albert Weager. Meena contacted GWAS regarding a cross border/collective LINK stakeholder meeting. The host has received notification from Albert that the External Reference Group (ERG) wish to form a joint task group to represent the LINKs across the region. In the discussion that followed, BarbaraM and Bren did not believe the group could do this as all LINKs are at different stages of development and may not have suitable representation and that it</p>	<p>ACTION: Host to arrange next work planning meeting.</p>

<p>needs further consultation. Peter Mannion spoke to Albert recently, it appears the other members of the ERG have been appointed by their respective LINK. Albert Weager is seeking formal appointment by the Gloucestershire LINK. Some members agreed and thought that having a representative speaking for the group would be useful. BM agreed that a joint LINK group is needed, particularly as we need to undertake the Annual Health Check of the ambulance service. Following further discussion, particularly considering whether Albert should represent us at the group, and report back after each meeting, etc, it was agreed that BM would discuss the situation with Anthony Marsh CEO GWAS.</p> <p>Page 2, Patient Environmental Action Team (PEAT) Visits: Active LINK members have forwarded their availability to Pamela, who is putting together a programme of the visits. Pamela and BarbaraM will finalise the details and advise members of the allocated dates once all members have sent confirmed their availability..</p>	<p>ACTION: BM to contact Anthony Marsh to discuss situation and to arrange a stakeholder meeting</p> <p>ACTION: Pamela to finalise dates and advise members, and Anne Hannaford</p>
<p>4. Mark Branton – Director of Strategic Commissioning & Performance, Community & Adult Care Directorate, Gloucestershire County Council:</p> <p>Barbara Marshall welcomed Mark to the meeting.</p> <p>Mark began by saying that Adult Social Care is different now to what it was five years ago, and will continue to dramatically change under the “Putting People First” agenda. Gloucestershire County Council is about to sign off with key stakeholders what they believe is Gloucestershire’s vision of Putting People First. A “Putting People First Programme Charter” will be presented and signed off at an event on 28th January. Mark invited a member of LINK to attend the event. Mark sees LINK being involved in engagement rather than scrutiny, looking at the commissioning process, maybe with the Local Authority, and the Primary Care Trust, The LINK may want to be more involved rather than just rubber stamping the process. Some of the model of assessing the adequacy of social care has dipped over the last ten years or so, probably because the County Council do not “provide” as much as they used to. There is a good service user forum, which needs to be incorporated into the work of the LINK. Mark offered the LINK the opportunity to influence the partnership.</p> <p>Members followed with questions and comments which included:</p> <ul style="list-style-type: none"> • LINK need to be involved in the shaping of policies, to keep an inspection role oversight. • Are there any plans to extend the CSCI (Commission for Social Care Inspection) service? This is a joint funded project with GCC and PCT. Mark said there are plans to extend the service, balancing the responsibility of commissioning with the 	

<p>respect of people’s confidentially, and being in their homes. GCC are looking at the “Belfast” model, which has had very successful results.</p> <ul style="list-style-type: none"> • We recognise that it is difficult to get involved with people in private homes and that undertaking PEAT (Patient Environment Action Team) assessments in Sheltered Housing might be difficult, although it could be that LINK talks to the managers. • Although we have been talking about Health and Social Care as being separate, it is apparent, following the discussion, that they are linked. How can LINK act as an interface between the two as Social Care is led by elected politicians, whereas health isn’t and this makes a difference in the way they operate. Mark responded: we are trying to bring them closer together, and the ability to influence both organisations is now in place. They are looking at the whole approach, and are involved the Gloucestershire Health and Wellbeing Partnership “Putting People First” project. <p>Barbara Marshall thanked Mark for his attendance and frankness and said that LINK will want to be involved in the meeting on the 28th.</p>	<p>ACTION: BarbaraP to contact Carey Wallin to establish the nature of the event, how many places could be allocated and what the proposed outcome would be.</p>
<p>5. Chairs Report: The Chairs report had been presented to the members prior to the meeting. The report was accepted without any questions.</p>	
<p>6. Financial Report: The report was presented to the members by Barbara Piranty. The Resource Allocation Working Party (RAWP) are due to meet on the 8th January, to look at and discuss the various budget headings and figures with Barbara Piranty.</p>	<p>ACTION: Recommendations to be reported to ISB with financial report</p>
<p>7. Members Update: Wingmoor Farm: Barbara Stevens reported that Grundon is expected to put in their application for an extension of the current planning permission in February. The PCT is working quickly toward the completion of the Community Health Impact Assessment. The Steering Group has agreed that more time is needed for completion of a worthwhile report. Meetings are planned for January and February after which the completed draft report will be circulated for accuracy checks and to</p>	

<p>receive comments. The final draft will be completed by the end of March and sent to the Local Authority in time for the Planning Committee meeting 16th April.</p> <p>NHS Treatment Centres: Alan Waller attended a meeting in Bristol on 2nd December, updating the South West. He presented a Fact Sheet to the meeting. Of particular interest to the ISB is the proposed centre at Cirencester Community Hospital, which will be a modernised day surgical centre in the existing hospital, comprising of one operating theatre with day case and outpatient accommodation and supporting diagnostic services, due to open at the end of 2009.</p> <p>Community Interest Company (CIC): Peter Mannion said that the CIC has been registered with Companies House, to expand and provide provision of health and social care in the Forest of Dean. Because Peter had been appointed by the PPI Forum to be a representative on the Social Enterprise Trust (the forerunner of CIC), he has now been stated by CIC as a LINK representative. He advised the ISB, in case there should be a conflict of interest.</p> <p>Stroud Enterprise Trust Project: Don Espie reported that he has been stated as a LINK representative on this project, in case of conflict of interest.</p>	<p>ACTION: Pamela to circulate Fact Sheet to ISB members</p>
<p>8. Draft Membership Form and Guidance Notes:</p> <p>Draft Membership Form: Version 2 was presented to the meeting. In the discussion that followed, the following points were made:</p> <ul style="list-style-type: none"> • The form needs a header and footer that states the content of the form is confidential • The form is too long and too intrusive, although it was acknowledged that the information requested on it is a GRCC contractual requirement by Gloucestershire County Council to provide evidence that the Gloucestershire LINK is inclusive and truly representative. • The ethnicity and other demographic information should be moved to the optional page which should now read 'monitoring information'. <p>Guidance Notes: the members agreed the notes are clear.</p> <p>Procedure: BarbaraM explained that applicants will initially receive a Registration form, a pre paid envelope and the LINK leaflet. When the Registration is returned to the Host, the Membership Form and Guidance notes will be sent to the applicant.</p>	

<p>BarbaraM asked for a vote in favour of the Membership Form as it is currently written. In favour 4, against 6.</p> <p>The form will be taken back to the Governance Group again.</p> <p>Richard Townsend proposed that the ISB gives authority to the Governance group to amend the form, subject to the suggestions made at this meeting, and sign it off. Everyone agreed.</p>	<p>ACTION: the Governance group amend the Membership form, and sign it off.</p>
<p>9. Gloucestershire LINK Annual General Meeting:</p> <p>BarbaraM presented a self explanatory chart to the meeting, detailing the dates for the Annual election process to the members. The self nomination forms to be returned to the host by 14th February.</p> <p>Following a discussion, it was agreed that only the active members can self nominate. And that, as stated in the Governance document, candidates must request a self nomination form. They are not sent by the host automatically to all active members.</p> <p>Following discussion, it was agreed by everyone present that only active members can self nominate. Everyone also agreed to accept the diary of events and the Self Nomination form.</p>	<p>ACTION: the host to send out letters to all active members</p>
<p>10. Governance Working Group Update:</p> <p>The Governance Document, and the Appendix, Powers and Duties of the LINK had been distributed prior to the meeting. It was pointed out that the documents will become one document, once all the work has been completed.</p> <p>Comments:</p> <p>Point 5c: should it say “each group will appoint the chair” not “the SB”.</p> <p>Feedback: would it be from the chair of the group, or the SB representative?</p> <p>BarbaraM asked members to email their comments to her prior to the Governance meeting on Monday afternoon.</p>	<p>ACTION: to be looked at further by the Governance Group.</p>
<p>11. Communications and Community Engagement (CCE) Working Group Update:</p> <p>The CCE report had been circulated prior to the meeting. Bren said that the first CCE event will be on the 22nd in Tewkesbury, The programme, invitation letters and e-alert are being worked on. The media interview have gone well and have been useful. The media will be used to publicise the forthcoming CCE events.</p> <p>BarbaraS asked if an Update Document has been prepared of comments received from the public at events so we have a set</p>	

<p>of health and social care questions for the forthcoming events.</p> <p>Draft Communications Strategy document: Following a discussion it was agreed that point 3 of the objectives is the role of both the CCE group and the Stewardship Board. There was also concern that, because the document has been drastically shortened, it is short of detail but hopefully the detail would be included in the action plan. It was proposed by Maureen Dore and seconded by Robin Agascar that the ISB to formally approve the Draft Communications Strategy. All were in favour. Bren advised that the next CCE meeting is on 20th January, just before the Tewkesbury event.</p>	<p>ACTION: Bren and host to prepare.</p>
<p>12. Workplan Group Update: The notes of the first workplan are not completed. A further meeting will be arranged as soon as possible.</p>	
<p>13. Equality Impact Assessment (EIA): The EIA workplan has been agreed as a working document but not yet circulated to the ISB. A job description for an EIA worker has been prepared and was circulated to the group. BarbaraM asked members to look at it and contact Pamela this afternoon if they have any comments, so that the financial group can look at it in the meeting tomorrow . It was agreed that BarbaraM can then sign it off. BarbaraP reported that many of the letters sent by Meena to organisations asking for their input into the EIA process prior to Christmas, had not been received. The meeting agreed that the return deadline could be extended by a week, to enable the letters to be re-issued. Robin reiterated that the equality impact is about things that might happen.</p>	<p>ACTION: comments by ISB by 8th January</p> <p>ACTION: Judi Brown and BarbaraP to look again at the dates on the workplan.</p>
<p>14. Any Other Business:</p> <ul style="list-style-type: none"> • National Associated of LINK Members (NALM) has recently published a newsletter. BarbaraM pointed out that NALM is not democratically elected at the moment • Bren reminded members that they need to be at the CCE events in Tewkesbury on 22nd January and Coleford on 2nd February. • BarbaraS advised that the Primary Care Trust would like LINK members to be part of the Quality Outcomes 	<p>ACTION: Pamela to circulate the newsletter to the ISB</p> <p>ACTION: Pamela to resend the table of Community Events to members.</p>

<p>Framework. Many general practices do not have a patient experience group and patient representatives are needed to look at the practice patient surveys as part of the QOF for each practice. It was agreed that members could attend as individuals, but not as LINK representatives.</p> <ul style="list-style-type: none"> • Alan proposed and all agreed that the meetings should be extended by half an hour if there is an external speaker. 	<p>ACTION: BarbaraM to write to PCT</p>
<p>15. Date of Next Meeting: The next meeting is on the 4th February. The members agreed that the February meeting could be moved to 10.30am instead of 6.00pm as the Chair is attending a conference in London.</p>	