

Gloucestershire LINK

LINK Stewardship Board (LSB) Meeting
Gloucestershire Rural Community Council, Cripps Room
Wednesday 5th August 2009, 10.00am to 12.00pm

Present:

Barbara Marshall (Chair)	Christine Donald	Christine Welsh (GRCC)
Maureen Dore (Vice Chair)	Nadia Novali	Albert Weager
Peter Mannion	Robin Agascar	Barbara Piranty (GRCC)
Dave Peachey	Val Dyer	Bren McInerney

		ACTION:
1.	Welcome and Apologies: BarbaraM congratulated Maureen Dore on her election to Vice Chair, and welcomed Albert Weager to his first meeting. Apologies were received from Alan Waller, Judi Brown and Pamela Dewick (GRCC).	
2.	Announcement: Barbara Marshall read out Alan Waller's informal resignation and said we would miss him and wished him well. This thought was echoed by members.	
3.	Notes of the LINK Stewardship Board Meeting held on 1st July 2009: Members agreed they are an accurate record.	
4.	Matters Arising: <ul style="list-style-type: none"> a) Governance Terms of Reference are now on the website b) Caroline Smith NHS Gloucestershire, still has to provide LINK with contacts for Complaints policy Governance Terms of Reference now on website c) Members event planning meeting has taken place. Further one planned d) Training events – not all dates are confirmed yet. List will be sent out at a later date. 	Host to check with Caroline

<p>5.</p>	<p>Evaluation Report:</p> <p>At a recent meeting with Sarah Del Tufo, BarbaraP and BarbaraM, there was a frank discussion about the way this internal piece of work had been carried out and the necessity for changes to be made in the process for 2009/10.</p> <p>It was agreed that for 2009/10 the work would be led by Sarah Del Tufo and a meeting has already been arranged with Host staff.</p> <p>A number of Board members expressed their concerns about the work and the apparent lack of understanding of the LINK.</p> <p>The final recommendations in the report were discussed to see if they could be used in the future development of the LINK.</p> <p>a) <i>‘Review the Balance of the Board in terms of Health and Social Care’</i>: members felt this was very difficult to achieve on the board but on project groups, efforts would be made to get representation from specific groups</p> <p>b) <i>‘Possible amendment of membership process and agreement of a goal for membership’</i>: The membership process is in line with the Host contract with Gloucestershire County Council (GCC) and is used to monitor diversity and geographical spread. It was suggested we should also monitor involvement of seldom heard groups.</p> <p>c) <i>‘A measure of “public awareness” should be agreed to help monitor process’</i>: Members felt this was a very difficult thing to do and also decide what measure could be used.</p> <p>d) <i>‘Stewardship Board meetings should be open to the public’</i>: at present, members agreed that we would continue to hold closed meetings. Details of agenda and notes from meetings are available on the website.</p> <p>Bren pointed out that the LINK board has a focus to collect opinions and views from public and is different from other Boards in that respect. It was agreed to review this decision on a regular basis.</p>	
<p>6.</p>	<p>Chair’s Update:</p> <p>BarbaraM presented her report. Albert said the Care Quality Commission (CQC) had also visited the Ambulance Trust.</p> <p>There was a discussion around insurance and liability and a</p>	

	<p>meeting is being arranged with the insurance brokers Higos to discuss it further.</p> <p>BarbaraM asked how board felt about the VCS Health and Community Wellbeing Strategy Group being member of LINK? Is it an organisation in its own right and if not, can we have it as a member? It was agreed this would be discussed at next LSB meeting following consideration by the LSB members</p> <p>Partners meeting – BarbaraM explained that the Complaints training was not as we had expected and the draft leaflet needed more work as there was no clear pathway for people wanting to make a complaint.</p>	<p>Bring to the next LSB meeting</p>
<p>7.</p>	<p>Host Report: BarbaraP presented the Host report:</p> <p>Finance Report – BarbaraP talked through the figures and explained the situation with the carryover of the under spend. BarbaraM explained that this year’s allocation would probably be £213,000 and talked through how they work the figure out with the 3% top slice and £11,000 management fee. If we do not get at least £12,000 of the underspend, future activity will be restricted. BarbaraM and BarbaraP are meeting Jane Burns, Assistant Chief Executive at Gloucestershire County Council (GCC) to discuss the situation.</p> <p>Equality Impact Assessment update - BarbaraP presented the amended document. The Board agreed this be put on the website.</p> <p>Membership statistics – Up to date statistics were distributed</p>	<p>Host to put the document on the website and invite Kevin Lee to next meeting</p>
<p>8.</p>	<p>Governance Group report: BarbaraM explained she had had recent comments on the Enter and View policy and procedure for Enter and View Authorised Representatives which were not yet incorporated in the documents. The LSB agreed in principle with the documents. A detailed procedure for Enter and View visits will be prepared by the Governance group in line with the agreed Policy and procedure.</p> <p>All the Enter and View documentation will be sent to Jessie Cunnett, who is doing the Enter and View training in September</p>	<p>Governance group to make amendments to document</p> <p>Host to send documents to Jessie Cunnett in preparation for training session</p>

	<p>Robin raised issue around the continuance of CRB checks and the additional Independent Safeguarding Authority procedure effective from July 2010. It will be discussed at the Governance group.</p>	<p>Host to obtain leaflet from Robin</p>
<p>9.</p>	<p>Communications and Community Engagement group report:</p> <p>Draft members newsletter - Barbara explained the purpose of the Members bulletin and that Pamela would prepare a real version to be circulated to members as a dummy for comment. It was agreed that LINK contact details should be included together with the option to receive it in different formats.</p> <p>Members' Event - BarbaraM explained that a return date had been omitted on the invitation but that this would be followed up. It was expected that Board members would act as facilitators if they were available. Designated scribes would also be required. As the public transport links to Maisemore are difficult, we will probably have to arrange transport to and from the event.</p> <p>Community Engagement Events – Having considered the suggested programme for the events the Board agreed Lydney, Northleach, Tetbury, Berkeley, Hesters Way/Springbank, Matson, Brockworth</p> <p>Stand at Frampton Fair – Members need to be there from 8.00am.</p> <p>LINK Up – Barbara explained that NHS Gloucestershire would like a regular slot in the newsletter. A member said this could cause problems because the other Partners would want to be included. Another member suggested they should be in it but should contribute financially. Bren thinks it would confuse the reader about the source of the document</p>	<p>Pamela working on the draft</p> <p>Members to let Host know if they can be facilitators</p> <p>Host to book first venue for 12 noon in Lydney</p> <p>Christine to send email members for their availability</p> <p>To discuss at the next Partners meeting</p>
<p>10.</p>	<p>Members Update: Barbara drew attention to the updates and asked for any comments. A member said he found the reports useful.</p>	

<p>11.</p>	<p>Ambulance Service report: Albert Weager presented his report. He expressed concerns about the future of the ambulance service, particularly around emergency care. He suggested a copy of the Changing Face booklet be obtained so members can discuss it at the next meeting.</p> <p>He would like to set up meeting with BarbaraM, Nicky Millen (PCT) and himself regarding the PCT proposals for Ambulance Trust provision in the future.</p> <p>BarbaraM said that she would discuss this suggestion with Becky Parish before it was set up as LINK had agreed that all these type of requests were channelled through Becky.</p>	<p>Host to obtain a copy of ‘The Changing Face of Ambulance Services in England’</p> <p>BarbaraM to discuss with Becky Parish before the meeting is set up</p>
<p>12.</p>	<p>Health Overview and Scrutiny Committee: Draft revision Impact Assessment Form - The Board had been asked for their opinion by HOSC about this simplified form. HOSC have missed off Equality Impact Assessment part of form. BarbaraM said she thinks it is a separate document but agreed it should probably be part of the form</p>	<p>Members to give views and let BarbaraM know</p>
<p>13.</p>	<p>Consultations:</p> <p>Moving Forward to Re-ablement – LINK members have had an invitation to participate in a workshop on 1st September at Hucclecote Centre from 2pm to 4pm. It is a consultation on a strategy to develop countywide rehabilitation care pathway to maintain independence.</p> <p>Eligibility for Social Care services – This consultation is about the way that available resources for social care are prioritised and sets it in the context of Putting People First. It ends on October 6th. It was agreed the consultation would be sent to Board members</p> <p>Right to Control – this consultation runs until 30th September. It is about giving disabled people the right to make their own decisions about the support they need. It was agreed that LINK should comment on this.</p>	<p>Members to let host know if they would like to attend</p> <p>Barbara M to send out consultation and will come back to next LSB</p> <p>Nadia and Barbara M to discuss and send information to members</p>

	Proposed new national three digit number 111 – this will provide access to advice and information on non-emergency care	Barbara M to send out information to members
14.	<p>AOB</p> <p>Maureen – has attended a series of meetings about the proposed new location of head and neck cancer services in the 3 Counties Network. A confidential typed report is available for members on request from the host. A statement from Jan.Stubbings, Chief Executive of NHS Gloucestershire has since been in the public domain, stating that the matter has been deferred until early Sept.</p> <p>ChristineD - mentioned Innovation Conference at Cheltenham Racecourse in November.</p>	Host to investigate
15.	Date of next meeting: Wednesday 2 nd September 2009 at 10am	