



Gloucestershire LINK

LINK Stewardship Board Meeting

**Gloucestershire Rural Community Council, Cripps Room
Wednesday 2nd December 2009 10.00am to 12.00noon**

Present:

Barbara Marshall (Chair)	Maureen Dore (Vice)	Robin Agascar
Albert Weager	Judi Brown	Val Dyer
Barbara Piranty (GRCC)	Pamela Dewick (GRCC)	Christine Welsh (GRCC)

		ACTION:
1.	<p>Welcome and Apologies: Barbara Marshall, Chair, welcomed everyone to the meeting. Apologies were received from Peter Mannion, Nadia Novali, Bren McInerney, Dave Peachey and Christine Donald</p>	
2.	<p>Declaration of Interest: There were no declarations of interest</p>	
3.	<p>Notes of LSB meeting held on 3rd November 2009 AGREED that the notes were accurate</p>	
4.	<p>Matters Arising:</p> <p style="margin-left: 20px;">a) Voluntary Community Sector (VCS) Strategy Group: Following a discussion the CCE group, the Board members were asked to reconsider their previous decision about the membership of the LINK. It was agreed that as the VCS group was part of the Gloucestershire Assembly it was not an entity in its own right and able to register as a representative member of a group. The members attending the VCS group are not always the same and vary with the items under discussion at the meeting. Some members of the group were already members of LINK in their own right. Following this discussion, it was agreed that a report from the LINK would be presented at each VCS meeting ,which</p>	<p>Chair to write to VCS Strategy group with decision</p>

	<p>would be distributed to all members of the group. The situation will be reviewed in six months time by the LSB</p> <p>b) Administration of Medicines Details of the concerns expressed by the LSB, together with copies of all the correspondence, have been sent to NHS Gloucestershire as commissioners of the service. A report has been sent to the Care Quality Commission and the HCCOSC. It was agreed that the presentation by the GHNHSFT should be about the changes made in response to our concerns and not about the policies.</p> <p>Following the correspondence between BarbaraM and the Gloucestershire Hospitals NHS Foundation Trust, a letter, together with copies of correspondence have been sent to Jan Stubbings, and a summary report has been sent to the Health, Community and Care Overview and Scrutiny Committee. It was agreed that the proposed presentation is not about the policy but about how the Trust is going to address the issues raised by the LINK.</p> <p>c) Workplan Representation Grid: was discussed recently at the Partners meeting and is being updated</p> <p>d) Website: The Chairs report and Communications and Community Engagement (CCE) Group report from the last LSB meeting are on the website</p>	
<p>5.</p>	<p>Chairs Report: Barbara presented her report to the meeting. She has been asked by NHS SW to complete a World Class Commissioning Feedback Survey for NHS Gloucestershire</p> <p>Innovation Report: The report on the conference is still not on the website.</p> <p>Podiatry: BarbaraM met recently with Iain Cockley-Adams and Peter Mannion. Subsequently, Iain has forwarded podiatry information to the LINK.</p>	

<p>6.</p>	<p>Communications and Community Engagement Group Report:</p> <p>Advertising:</p> <p>Buses:</p> <p>The group had considered extending the bus advertising to the Forest of Dean, but as it would incur an additional cost of £1000, the group had recommended that this additional advertising would not take place. It was agreed by those present</p> <p>Car Stickers:</p> <p>Following a discussion, it was agreed to purchase small self-cling car stickers, to advertise the LINK.</p> <p>Learning Disability Event:</p> <p>An event has been planned for 28th January, at Churchdown Community Centre. Following the recent planning meeting, when the required risk assessment was discussed, the invitation letters will be sent to all members with learning disabilities.</p>	<p>ChristineW to send letters to members</p>
<p>7.</p>	<p>Governance Group Update:</p> <p>Enter and View Documentation:</p> <p>The final draft documents were presented to the Partners at the recent monthly meeting. Comments had been received and incorporated from the Community and Adult Care Directorate. NHS Gloucestershire were happy with the documents. No comments had been received from Gloucestershire Hospitals NHS Foundation Trust</p> <p>Enter and View Procedure:</p> <p>Following a discussion, it was agreed that the document is very clear, and should be signed off and reviewed in twelve months.</p> <p>There has been a request that all relevant Commissioners are informed in advance of announced visits, as some Care Service providers would ,not automatically be advised.</p> <p>Following a discussion, it was agreed that all the Enter and View documents in their present format would be used, although it was recognised that there might be changes once an Enter and View visit had taken place.</p>	

<p>8.</p>	<p>Host (GRCC) Report:</p> <p>Finance Report:</p> <p>BarbaraP presented the financial report including graphs, to the meeting. She explained that the figures represented spend up to the end of October. BarbaraP stated that income against expenditure is more or less on target, and that the public event spend will show up in the next report. The Board agreed that the report and graphs provide them with the information they need.</p> <p>Insurance:</p> <p>The insurance cover is now in place and now integrated within the GRCC policy, although the cost for the LINK element of the cover is still awaited from HIGOS. It will then be invoiced. The figure anticipated is no more than £1,000 which is considerably less than the original estimate of £5,000.</p> <p>Contingency:</p> <p>A discussion took place around re allocating figures against some of the budget headings, to better reflect the current situation. This included the contingency and insurance figures to be moved to salary and project costs, reflecting the current work being done by temporary staff on task group research and administration.</p> <p>Great Western Ambulance Service Joint Working Group (GWAS JWG):</p> <p>BarbaraP reported that Gloucestershire LINK is currently carrying the cost for providing support administration for this group, which has now been allocated a separate budget code. She is currently awaiting written confirmation from the other six LINK hosts to share the costs on a quarterly basis.</p> <p>Honorarium payments:</p> <p>BarbaraP advised that GRCC had investigated the situation around payment of honorariums and had concluded that a one-off unexpected gift payment can be made that is non-taxable. There was a discussion around different kinds of honorariums and the board recommended that:</p> <ol style="list-style-type: none"> 1. A one-off payment as an honorarium is paid to the Chair of Gloucestershire LINK with immediate effect 2. The Governance group consider the future of such payments 	
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	AlbertW proposed, and ValD seconded the recommendation. It was agreed by all present	
9.	<p>Members Update:</p> <p>a) Attendance of LINK members at LSB: BarbaraM proposed that, following a recent meeting between herself, Richard Townsend (who represents LINK on CAMHS) and Pamela, LINK members, who represent the LINK at various meetings, could attend an LSB meeting to present their report. Following a discussion it was agreed that a time slot be given to enable them to present their report. The business part of the meeting would then follow.</p> <p>b) Ambulance Update: The Joint Working Group (JWG) met on 16th November in Chipping Sodbury and included an informative talk by a local paramedic. It was agreed that Victoria Eld would be asked to give a presentation to the LSB on the service and its progress.</p> <p>c) Members Reports:</p> <p>Cancer Services: MaureenD: The relocation site for the Head and Neck Services has not yet been announced. A new procedure for men with prostate cancer in the form of a tablet has been trialled in Sweden and France and is going to be used in Gloucestershire</p> <p>Mobile Chemotherapy Bus: MaureenD: Patients in Berkeley Vale can attend Cirencester on a weekly basis, until the PCT are able to find a location in Berkeley area.</p> <p>Berkeley Hospital: MaureenD: The site has been chosen, although it was not the first choice. One main drawback is that it is not on a bus route and is some way out of Berkeley.</p> <p>End of Life Care Strategy Group: BarbaraM: the group has recently published a newsletter.</p>	<p>LSB members to advise BarbaraM or Pamela on the content of the presentation</p> <p>To send out to members</p>

10.	<p>Consultation:</p> <ul style="list-style-type: none"> • The Big Plan • Putting People First – prevention and early intervention strategy - to put on the agenda of the next LSB meeting 	<p>Pamela to send copies to LSB members</p>
11.	<p>Any Other Business:</p> <p>Patient Environment Action Team (PEAT): The proposed dates of visits are now available.</p> <p>Training Programme: Shaun Clee, 2gether Trust, will be talking to LINK members on 18th February. Fiona Jones and Carey Wallin will talk about Social Care and Putting People First on 29th January. All LINK members will be invited to both events.</p> <p>Forest of Dean Health Forum: The Forum recently did an interactive exercise with Ruth Fitzjohn. Jan Marriot will be talking to them about Practice Based Commissioning.</p> <p>Self Referral: Following a query about the developing service of self referrals, BarbaraM said the procedure had been changed in October 2008 and that Physiotherapy, Occupational therapy and Podiatry could all have self referral</p>	<p>Pamela to email LSB members requesting their availability</p>
12.	<p>Date of Next Meeting: Wednesday 6th January at 6pm at GRCC, Community House</p>	