



## Gloucestershire LINK

### LINK Stewardship Board Meeting

**Gloucestershire Rural Community Council, Cripps Room  
Wednesday 2<sup>nd</sup> September 2009 10.00am to 12.00noon**

**Present:**

|                           |                      |                        |
|---------------------------|----------------------|------------------------|
| Maureen Dore (Vice Chair) | Christine Donald     | Bren McInerney         |
| Nadia Novali              | Albert Weager        | Val Dyer               |
| Peter Mannion             | Robin Agascar        | Dave Peachey           |
| Judi Brown                | Pamela Dewick (GRCC) | Christine Welsh (GRCC) |

|           |  | <b>ACTION:</b> |
|-----------|--|----------------|
| <b>1.</b> | <p><b>Welcome and Apologies:</b><br/>Maureen Dore, Vice Chair, welcomed everyone to the meeting. Apologies were received from Barbara Marshall, Chair and Barbara Piranty (GRCC).</p>  |                |
| <b>2.</b> | <p><b>Notes of the Stewardship Board meeting held on 5<sup>th</sup> August 2009:</b><br/>Agreed the notes were correct</p>   |                |
| <b>3.</b> | <p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>• <b>Frampton Fair:</b><br/>the LINK will not be attending this event</li> <li>• <b>Equality Impact Assessment Report:</b><br/>is now available on the glosLINK website</li> <li>• <b>Members event:</b><br/>57 members are registered for this event at Maisemore on 23<sup>rd</sup> September</li> <li>• <b>Ambulance Service Report:</b><br/>The Changing Face booklet was distributed for members to discuss at the next LSB meeting. The Gloucestershire PCT is the lead commissioning body for the seven areas of the GWAS. Concern was raised that LINK appeared to have been excluded from the commissioning process, in spite of several requests. It is expected that an update will be</li> </ul> |                |

|    |   |  |
|----|---|--|
|    | <p>presented at the next LSB meeting.</p> <ul style="list-style-type: none"> <li>• <b>Eligibility for Social Care Services Consultation:</b><br/>the papers were given to the members. They were asked to return their comments to Pamela.</li> <li>• <b>Right to Control Consultation:</b><br/>Nadia and Pamela are working together to gather information to enable the LINK to make a response by 30<sup>th</sup> September</li> <li>• <b>Innovation Conference Cheltenham:</b><br/>still waiting for information</li> </ul>       | <p><b>Comments returned to Pamela by September 11<sup>th</sup></b></p>   |
| 4. | <p><b>Chairs Report:</b><br/>The Vice Chair, Maureen Dore, presented the Chairs report. There were no questions.</p>  |  |
| 5. | <p><b>Host Report:</b><br/>The Host report was presented by Pamela Dewick.</p> <ul style="list-style-type: none"> <li>• <b>Finance Report:</b><br/><b>AGREED</b> that the Finance Group would produce a simplified report to present to the LSB. It was confirmed that any underspend at the end of this year will not be carried over</li> <li>• <b>Equality and Diversity Policy:</b><br/><b>AGREED</b> that when the first draft is distributed to the Governance Group, a copy will be distributed to Judi for comment</li> </ul> | <p><b>Finance group to design a simplified format for reporting</b></p> <p><b>Copy of policy to the Governance group, and Judi</b></p> |
| 6. | <p><b>Kevin Lee, Head of Equalities, Gloucestershire County Council:</b><br/>Kevin began by asking members their views concerning EIA processes that have taken place and whether they have any areas of concern.</p> <p>Kevin referred to the recently published Gloucestershire LINK Equality and Impact assessment report, expressing a concern about the use of census data, as it is now quite out of date. The disability figures are now quite inaccurate and the census did not</p>   |  |

|                  |  |  |
|------------------|--|--|
|                  | <p>collect any data on transgender.</p> <p>Kevin considered the range of groups that were consulted was quite comprehensive. He recommended that the LSB have oversight of the equality and impact assessment process, providing the ownership of the process and ensuring that everyone is signed up to the process. One way could be a small group to look at the equalities and impact assessment, ensuring that all of the work of the LINK is assess, with the LSB as an overview group</p> <p>A member referred to the Single Equality Scheme (the seven strands of diversity brought together into one) being undertaken by the Gloucestershire County Council, and that it would helpful if that information could be given to the LINK.</p> <p>Kevin pointed out that it is easy to say the LINK has consulted seldom heard groups but actually we need to identify consultation processes that are relevant to the group we are trying to reach. He suggested inviting the MAiDEN team to talk to the LINK, giving an overview of what they do and what information is available</p> <p>Kevin said the GCC currently have a statutory duty to promote equality of opportunity, and challenge discrimination, and how we can promote equality of opportunity across the wider community. Legislation is currently weaving its way through Parliament, to extend all seven strands of diversity. The GCC has three year action plans to monitor and deliver Equality and Impact assessment, and is currently putting together a questionnaire as well as holding groups to get initial thoughts on what needs to be involved in single equality. By pooling resources, some of the constant consultation to seldom heard groups should hopefully stop. It is anticipated that the district councils will host some geographical consultations in the district areas.</p> <p>It was agreed that Kevin would provide a possible training event later this year on the Single Equality Scheme, which would also give members an opportunity to have input into the scheme. A member asked if the training could be in the evening. Kevin suggested a 4pm start would possible be an option.</p> | <p><b>Host to contact<br/>Kevin with some<br/>dates in October</b></p> |
| <p><b>7.</b></p> | <p><b>Governance Group Report:</b></p>   |  |

|                  |  |  |
|------------------|--|--|
|                  | <p>The Report was presented to the meeting.</p> <ul style="list-style-type: none"> <li>• <b>Enter and View:</b><br/>The final draft of the Enter and View policy is nearly complete. The Enter and View training day is on the 15<sup>th</sup> September at the Waterways Museum. It was reiterated that only members who have undertaken the training will be able to undertake enter and view visits. It was agreed that Jessie Cunnet, who is the trainer, will receive copies of the Gloucestershire LINK enter and view documentation.</li> <li>• <b>Complaints Policies:</b><br/>The 2gether Trust have provided a copy of their Complaints leaflet.<br/>The Complaints Policy document has been requested from the GWAS trust, but it has not yet been forwarded</li> </ul> | <p><b>Pamela to chase</b></p>  |
| <p><b>8.</b></p> | <p><b>Communications and Community Engagement (CCE) Group Report:</b><br/>The report was presented to the meeting.</p> <ul style="list-style-type: none"> <li>• <b>Frampton Fair:</b><br/><b>AGREED</b> that as there were not enough LSB and CCE group members available to help on the stand, the LINK attendance at this event has been cancelled.</li> <li>• <b>Ambulance Services DVD:</b><br/>Albert suggested obtaining a DVD (Gloucestershire Health Hub) from GWAS to show to LSB</li> <li>• <b>Procedure for Media Enquiries:</b><br/><b>AGREED</b> that the LSB is formally asking the CCE group to produce a procedure for media enquiries.<br/><b>AGREED</b> that it is a priority and that an update should be available for the next LSB meeting</li> </ul>         | <p><b>Pamela to contact GWAS for DVD</b></p> <p><b>CCE group to produce procedure – to present update at October LSB meeting</b></p> |
| <p><b>9.</b></p> | <p><b>Members Update:</b><br/>Copies of the Members Update reports received since the August LSB meeting were presented. There were no questions.</p> <ul style="list-style-type: none"> <li>• <b>Ambulance – Patient Transport Service (PTS):</b><br/>NHS Gloucestershire has secured the services of Kate Freeman to produce a stage two report on Patient</li> </ul>  |  |

|                   |  |  |
|-------------------|--|--|
|                   | <p>Transport. It is apparent that, because of the morass of detail, it is proving difficult to produce a policy. A concern was expressed that LINK has not been part of the review or the process.</p> <p>A board member shared his recent experience of the PTS. The car driver who collected him from the Forest of Dean to take him to Birmingham, came from Derbyshire.</p> <p>A member advised that, in the Forest of Dean, Emergency Care Practitioners are to work in Minor Injury Units, although they are limited in what they can do, as they will still be on emergency call-out duties .</p> <p>A board member asked where the PTS policy is published. There was a concern that it is easier to get transport using the PTS, than emergency ambulance transport.</p> <p>The PTS is commissioned under a separate contract to emergency services although currently, both services are provided by GWAS.</p> <p><b>AGREED</b> that Gloucestershire LINK would write to the appropriate trust to identify how the PTS service works for the people of Gloucestershire</p> | <p><b>Chair to write to NHS Glos</b></p>   |
| <p><b>10.</b></p> | <p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>• <b>Carers Allowance:</b><br/><b>AGREED</b> that a formal policy is needed to agree the allowances for carers, including child care, Makaton readers etc. To be referred to the Governance Group.</li> <li>• <b>Full Of Life Event:</b><br/>NHS Gloucestershire are holding this event on 24<sup>th</sup> September at Gloucester Rugby Club. Members were asked to help with the LINK stand, between 1.00pm and 6.00pm</li> <li>• <b>Performance Management:</b><br/>Clare Davis (Gloucestershire County Council) is to prepare a questionnaire for LSB members to complete</li> <li>• <b>Care Quality Commission workshop:</b><br/>BarbaraM, MaureenD and Pamela (representing Host) are attending the workshop in London on 24<sup>th</sup> September</li> </ul>  | <p><b>Governance / Finance Groups to consider a policy</b></p> <p><b>Members to advise Christine of availability</b></p> |

|     |  |  |
|-----|--|--|
|     | <ul style="list-style-type: none"> <li>• <b>Quality Outcomes Framework (QOF) (Inspections of GP Practices):</b><br/>Concern was expressed that only a select group of patient representatives are involved in QOF inspections and receive remuneration for their time. The question of a conflict of interest was raised</li> <li>• <b>Patient Environment Action Team (PEAT)</b><br/>A member expressed concern that the feedback on the PEAT visits held earlier in the year have not been received</li> <li>• <b>Lay Workers:</b><br/>have been appointed by NHS Gloucestershire. The posts are paid, therefore is there a conflict of interest. Several members expressed their concern. MaureenD advised that this was the prerogative of NHS Gloucestershire</li> <li>• <b>Agenda items:</b><br/>Following a discussion, it was agreed that members would submit items for the LSB agenda to the host prior to the meeting, and that the Host would remind the members before the Agenda is formulated.</li> </ul> | <p><b>Pamela to chase</b></p> <p><b>Host to send reminder prior to the meeting</b></p> |
| 11. | <p><b>Date of Next Meeting:</b><br/>7<sup>th</sup> October at 6pm, GRCC</p>  |  |