



LINK 'CORE GROUP' MEETING

**Notes of Meeting 22 October 2008
Commonweal Meeting Room 10am -12.00pm**

Present: John Leach
Jeannot Floor
Pauline Roberts
Mendie de Vos
Mike Lapping
Alan Watt
Pat Hannah
Sheelagh Peel
Margaret McCausland
Maria Kildunne

Apologies: Jane Bailey
Joyce Drummond
Janet Brown
Alan Darnell

1. **Welcome & Apologies**

There were a few members missing from the initial meeting. Unfortunately Felicity has been in touch to let the group know that she would not be able to give the time commitment required for being a core group member.

2. **Declarations of Interest**

Mendie De Vos declared an interest in respect of her membership of Stockport Council's Health and Well Being Partnership.

3. **Last Minutes & Matters Arising**

There was a query from 3.2 with regard to Scrutiny Governance Structure which is not included in the LINK Governance Structure about how limited are Scrutiny's area of interest. Some members who had experience of Scrutiny found them sometimes to be unhelpful. Everyone agreed there needed to be clear governance between LINK and Scrutiny.

Maria reported that an initial presentation had been made to Scrutiny some months ago and she was working closely with the Scrutiny Officers to ensure LINK inclusion in their work programmes.

Action Maria to update at next meeting

Supplementary Information – sent with the minutes

Reading Group

Maria explained in more detail about the Reading Group, that it was set up so that members and participants of the LINK could comment/critique on materials produced by various organisations so that materials could be produced that

were easy to read and understand and easy on the eye. People can come in and comment on them or have them sent to their home and then send back.

Sheelagh agreed to be a member of the Reading Group

Newsletter

Everybody agreed with the format and layout of the Newsletter and agreed with the time frame of producing one every 2 months.

Suggested outlets were libraries, Dr. Surgeries, Wellbeing Centre and Central Youth.

Governance Structure

A draft proposal structure was issued before the meeting for comment. General comments were that it started off well and was agreed in principle and it was felt that the Governance diagram was not that easy to follow but recognised needed in presentations etc... When promoting/explaining the LINK to the statutory organisations. It explained the process however within the governance there needed to be some clear aims etc... Alan Watt produced a sheet suggested the following comments:

- The LINK must work closely with health and social care organisations in Stockport, both formally and informally
- Ensure full and accurate information is well publicised as appropriate and possible collate and analyse the views and feelings of these people , bearing in mind the absolute responsibility to take into account minority groups and those voices that are seldom heard, including tax payers.
- Be prepared to raise issues with whomever may be appropriate provide always that it is in the interests of the people of Stockport
- Maintain a register of any members of the core group with any vested interest in the health and social care organisations
- Be prepared to decide priorities and means of approach. The support organisation will record and keep up to date table of actions plans
- Recognise that in being accountable to the residents of Stockport and to the Government as the source of funding, complete and appropriate records must be kept, being made available and publicised in all appropriate ways
- Recognise the need to act promptly in certain situations and have protocols that allow this.
- Encourage residents to participate in all possible ways and by all possible means
- Have clearly written protocols regarding the writing and signing of letters in its name, and approval of costs etc... in conjunction with pebble as appropriate
- The Stockport LINK will be freely available to health and social care organisations for such help, participation and advice as may be asked

for although the LINK will retain the right to decide the extent of the involvement

- The Stockport LINK may from time to time be prepared to carry out some particular work that would be considered as beyond the normal remit of the LINK. In such a situation the LINK may seek appropriate remuneration
- The Stockport LINK Core will set target dates for completion of action whenever possible
- The Stockport LINK as an organisation and this includes the Core is a collective noun and is therefore singular

All members present were given a copy and was generally agreed. Members were asked to take away and read in more detail and pass any comments to Maria to add and amend. Maria agreed to relook at the draft proposal and incorporate the suggestions from the members.

Other Organisational Structures

It was noted that many people in Stockport may not know how the structure of NHS works or indeed that of the Council, Foundation Trust or local Strategic Partnership, it is up to the LINK to ensure the public is properly informed – it was suggested that the structure and any new service design or proposals should be included in newsletter to better inform the public.

Chair Person

A discussion took place about the chair of the group.

It was agreed to appoint 2 joint temporary chairs until the new year when the Stockport LINK will need to decide how to officially elect the LINK Chair and other roles within the LINK.

When Chair is established/elected they should meet appropriate heads of service – this could be done through the Health & Wellbeing Partnership which will be a good way to meet them or invite them to LINK meetings for everyone to meet.

It was agreed that there should be a slightly different procedure for requesting information and one for when further action is required.

It was also agreed that when writing a letter from the LINK this should be signed by 2 members of the group. When a letter had been agreed by the chairs everyone agreed Maria could PP letters, especially routine letters and replies instead of waiting until meetings and having to draw up a list of letters.

There are still ex-PPI representatives attending various meetings. It was agreed that these people still attend in a Stockport LINK capacity until the New Year at least. Maria to write on behalf of the LINK to confirm these representatives

John, Mike and Alan make appointments with Maria to drop into Pebble to go through and look at the policies currently drafted on behalf of the LINK and amend sign off.

Sheelagh reported that Ken Walker had resigned from the PCT Patient Representative group – Sheelagh to keep the group informed.

Correspondence

There was quite a lot of correspondence and invitations sent to the LINK:

Stockport Council – are undertaking a review of day time activities and services, they are keen to find out people's views on current day care activity and also people's future aspirations - invitation to Stockport LINK members to participate in this review. **Action: LINK group keen to find out more invite Jude Wells to explain more about the review invite wider participants of the LINK**

The Stockport Health and Care Forum – letter received with regard support to the LINK and its work and would like to continue the work it is and had been doing. **Action: The LINK Core will write and request/confirm they are happy for the Forum to continue in its work and fully support this.**

Active Case Management – the ex-PPI and now the Stockport Health & Care Forum have long had concerns over the long waiting lists and have been monitoring for some time. **Action: The LINK Core agreed for the Health & Care Forum to continue to monitor, however the LINK Core agreed to write on the health & Care forum's behalf for an update and take up the offer from the Associate Director to visit the LINK Core**

Foundation Trust's (FT) Patients Representative Group – concerns regarding the number of full wards at Stepping Hill and ability to cope with the inter demand and lack of support for people needing 'Continuing Care both in and out of hospital – **Action Letter to be sent asking what the FT position copy to MPs**

NHS Constitution – concerns that LINK should be mentioned more proactively rather than 'to gather local views' **Action: Letter to be sent to local MPs outlining concerns**

Health Care Commission – have offered to come and visit the Stockport LINK to provide a briefing session on the Annual Health Check. **Action: the Group felt this was very important - Maria to respond and invite Steven Picken to come and talk to the LINK**

The Patient & Public Involvement lead for NHS Direct North West -requested they came to a LINK meeting to ensure they were providing services to meet local need. **Action: reply and thank them but at this time the Stockport LINK have a fairly busy schedule, keep on for future agenda.**

The Stockport LINK members had also been invited and to be informed about the following events:

Romiley Health Impact Event about the new proposed Health Centre in Romiley on 13 Nov 08 – Pat Hannah to attend

Joint Strategic Needs Assessment Event 3rd Dec 08- Pat Hannah to attend and possible John Leach

Maria gave a brief update on the St Thomas's Development and the Focus groups being done with local information will be available in December

Any Other Business

People should let the Core Group know if they are unable to attend meetings as common courtesy.

Awards – The Foundation Trust's Quality of Service and Use of Resources were rated as excellent.

The PCT were rated as fair for their Quality of Service

LINK to write a letter of congratulations to the Trust but include: We are pleased to say we are in a position to contribute to the next Annual Health Check.

As the meeting ran overtime – it was requested that the meeting be kept to the 2 hours allocated, any items not covered should be moved to the agenda of the next meeting or that some members get together to address the business.

Explanation Notes:

The NHS are currently drawing up a constitution and a draft has been circulated across the country for comment the constitution proposes:

- To safeguard the future of the NHS
- Provides power to patients and the public
- Sets out how we can all play our part
- Recognises that staff are their most important asset and the key to quality

A leaflet can be found on the following website:

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_085814?IdcService=GET_FILE&dID=168273&Rendition=Web

or phone the Pebble office and I'll send one out (477 8479)

Joint Strategic Needs Assessment (JSNA) – the Local Government and Public Involvement in Health Act (2007) places a duty on local authorities and PCTs to undertake a Joint Strategic Needs Assessment. JSNA is a process that will identify the current and future health and wellbeing needs of a local population, informing the priorities and targets set by local area agreements and leading to agreed commissioning priorities that will improve outcomes and reduce health inequalities. For more information on JSNA – contact Maria

If there any other details within these minutes that you would like clarifying please telephone the LINK Support Office - 477 8479