



Date of meeting	22 nd September 2008
Title of paper	LINK Interim Executive members one day training & development workshop
Agenda item no	10
Paper number	C2
Action required	For Information: to note content, presenters and structure of the Interim Executive members one day training and development workshop.
Paper prepared by	Simonne Reid and MAC

LINK Interim Executive members one day training and development workshop

Following discussions at the Interim Executive Members meeting on 26th August 2008 the attached details were formulated and IE members are being asked to note content, presenters and structure of the one day training and development workshop

Presenters were written to with a briefing sheet (appendix 1) requesting their attendance, contributions and were given a deadline of Monday 22nd September 2008 in which to respond with either their availabilities or a suitable representative.

Those asked to contribute were:

- Wandsworth Council – Richard Wiles
- Social Services – Wendy Morton (lead on Commissioning)
- Wandsworth PCT – Colin Smith/Ann Radmore
- St George's Hospital Trust – Geraldine Walters (Director Nursing and PPI)
- Mental Health Trust – Stuart Thomson (Director of Services)

The day will be jointly facilitated by Simonne Reid from the Host and Val Moore from MAC and in preparation for the event members are being asked to consider the following:

- existing known problems and concerns of users and their carers/families
- how they think LINK could best relate to these various providers to improve services bearing in mind the local LINK structure, expertise, resources and priorities.
- name an IE member with particular interest/experience of those services to be first to respond to each presenter with the IE's views

IE members to note that speakers will be decided on following discussions and confirmations of all participants.

Briefing sheet

A day to provide an opportunity for key stakeholders (Council, Social Services, WPCT, St. George's Hospital Trust and Mental Health Trust) to explain their services and to say what relationship they hope to have with LINK.

As contributors you are being asked to make your sessions interactive, back up notes to be provided and we ask that you remain for the full event and not just your contribution as it's important that all key stakeholders are part of the discussion about LINK's role with all involved.

Purpose of the workshop

To provide an opportunity for Interim Executive (IE) members to learn more about key service commissioners and providers and to discuss the most effective way for LINK to relate to them individually and as a group in order to improve the content and delivery of health and social care services in Wandsworth.

Date/Time/Venue

Choice of two dates which most suited IE members and to be agreed/confirmed with presenters:

Monday 27th October or Monday 10th November 2008 at Balham Park Surgery, 10.30am-4.00pm.

Scope of Presentations

Presenters will be asked to address three areas:

- (a) what services they provide now and how they envisage future service provision
- (b) existing arrangements for user involvement
- (c) how they would like LINK to relate to them

Conditions for presenters:

Presenters will be:

- asked to present for no more than 15 minutes
- asked to bring a brief information sheet to hand out to delegates on the day which can be sent to IE members unable to attend and for the report back to LINK membership
- welcome to send information about their services to be circulated in advance to IE members (20 copies needed).
- asked to use plain English without jargon or abbreviations
- asked not to use technical terms unless really essential and then to explain what they mean
- asked to send officers involved in service provision and not politicians (although your decision to make)

Format for the day

Time	Agenda item	Speaker
10.30am	<p>Welcome and introductions by LINK Chair To set the scene in terms of national and local changes in service provision and the statutory requirement as well as desirability of involving users in the decision making process. To outline purpose of the day and hand over to facilitator to deal with domestic arrangements and to outline timetable and procedures.</p> <p><i>There will not be time for all IE members to introduce themselves but their names and IE membership should be clearly shown on a badge to wear as well as place name.</i></p>	
11.00am	<p>Session One Presentations and IE response from: Wandsworth PCT St George's Hospital Trust Mental Health Trust</p>	
12.00pm	COMFORT BREAK	
12.05pm	<p>Open discussion To clarify points, seek further information and consider ways forward.</p>	
1.00pm	LUNCH	
1.45pm	<p>Session Two Presentation and IE response from: Wandsworth Council Social Services</p>	
2.30pm	<p>Open discussion To clarify points, seek further information and consider ways forward.</p>	
3.30pm	<p>Round up and Action Plan Final comments and agreement for plans of action. Actions can be by LINK and/or commissioners/providers together and individually.</p>	
4.00pm	<p>End Tea available for informal chat for half an hour.</p>	