



Communications and Participations (C&P) Sub Group meeting
Thursday 2nd October 2008 @ 6.00pm

Present:

Caroline Furnivall
Stefan Kuchar (Chair)
Marisca Ribeiro
Louise Shellard

In attendance

Colin Adamson (MAC)
Jeremy Ambache (LINK member)
Simonne Reid (Host team)

Agenda items	Action
<p>1. Terms of Reference (ToR) The terms of reference were adopted with the insertion of 'patient user group and LINK membership' to the first ToR. It was agreed that the terms needed to be more explicit regarding who the LINKs would be engaging with. A database of available members was discussed which could hold information on which members would be able to participate on future meetings.</p> <p>2. Communication and Participation Action Plan (B2) Colin Adamson introduced paper B2, which had been agreed in principle at the Interim Executive (IE) meeting on 22nd September 2008, advising that recommendation 1 the production of a newsletter had been drafted. It was felt that there were a number of big issues that required tackling and concerns were raised about how these issues would be feed into the newsletter.</p> <p>It was suggested that the primary and secondary health and social care sub groups could feed issues into be covered by the survey aspect of the newsletter. The title of the newsletter was in draft as 'LINKs letter' for the purposes of the report and had been left open for suggestions.</p> <p>The importance of mapping the process was discussed and it</p>	

was felt that looking at national initiatives was key to link into, such as social care and the possibility of looking at advocacy work. Louise Shellard advised that her proposal submitted in follow up to paper B2 had made some strong recommendations that had identified key areas that needed to be tapped into. Copy of proposal to be sent to Jeremy Ambache for information.

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It was agreed that the following of paper B2 be adopted:

- recommendation 1. production of newsletter;
- recommendation 2. short survey and record of personal experiences;
- recommendation 3. participation in setting up a Wandsworth Health & Social Care user panel;
- recommendation 5. participation and communication with commissioners;
- recommendation 6. participation and communication by open agenda setting.

It was suggested that recommendations 5 & 6 be proposed to the IE and that the commissioner and provider services representatives who would be contributing on the one day workshop in November identify a 12 month plan.

In summary gaps still required identifying, annual plans needed to be devised and obtaining long term input and networking was crucial.

3. Questions from the public

Discussions took place around the format of the meetings in public and it was felt this issue would need to be given a lot more considering and how expectations would be managed.

It was agreed that questions from LINK members/members of the public would be placed further up the agenda, which enabled views/comments to be taken on board before the IE addressed the business items, such as governance matters.

It was acknowledged that there were a number of issues raised at the IE meeting regarding accessibility to meeting papers. These issues along with training for the IE would be given further consideration at the next C&P sub group meeting.

4. Sub groups/members/IE members (stakeholders/commissioners)

Discussions took place around what the LINK was being asked to do on behalf of service users. It was identified that there was under representation from 18-24 year olds and their engagement was an important one, as was from the Black and Ethnic Minority (BEM) and to be able to build long term relationships. It was also felt the role of the user groups and LINK was to help users and

<p>patients to have a say and hopefully influence government change.</p> <p>It was agreed that the mission statement for the website needed to be a clear one. It needed to be explicit on it's aims, show what the benefits of becoming a LINK member were as well as showing users they have a voice.</p> <p>It was felt the LINK newsletter would help to publise the ongoing work in the borough. Colin Adamson confirmed that the newsletter was in draft form and would be circulated to the sub group members for comments. Jeremy Ambache declared an interest in providing assistance on the newsletter. Caroline Furnival suggested also liaising with Dominic Murphy who works with the Media Centre, which was an in-house enterprise being run by prisoners, who provided a design services.</p>	SR
<p>Agenda items for next meeting:</p> <ol style="list-style-type: none"> 1. LINK Mission statement/purpose 2. Independent living/CIL 3. Accessibility inclusion 4. Questions from LINK members/members of the public 	

Next meeting: Wednesday 5th November 2008 @ 6.00pm, WVSDA office