



Minutes of the first meeting of the LINK Executive Committee held on Monday 16<sup>th</sup> February 2009 from 6.00 pm at Earlsfield Library, 276 Magdalen Road, London, SW18 3NY

**Present:**

Jeremy Ambache  
 Fitzroy Beckford  
 Colleen Bowen  
 Mark Clarke  
 Mike Grahm  
 Suzanna Kawalek  
 Terry King  
 Irene Storer  
 Barbara Willerton  
 Jenny Weinstein

**Host team:**

Jason Edgington – Director of WCA and LINK Host  
 Simonne Reid  
 Susan Wheeler-Kiley  
 Jackie Bedford  
 John Morrill  
 Andrew Craig (MAC partners)

**Apologies for absence:**

Roger Appleton  
 Vibert Luthers

No'	Agenda item	Action
1.	<p><b>Welcome and Introductions</b>            Suzanna Kawalek welcomed all those present and covered routine domestic matters.</p>	
2.	<p><b>Election of Chair &amp; Vice Chair.</b>            Jason Edgington explained the procedures for the election of a Chair, advising that one nomination for Jeremy Ambache had been received.</p> <p>As an Executive it was felt that more time was required to get to know each other to be able to elect a Chair on a long term basis and it was agreed that a Chair be proposed for the next two meetings.</p> <p>Jeremy Ambache was elected as Chair unopposed and took</p>	

	<p>the Chair. On behalf of the Executive Committee he thanked the Interim Executive for the work they had done so far. Jeremy also thanked Jason Edgington, the Host team and MAC for all for their hard work and support.</p> <p>Nominations for Vice Chair were taken and Roger Appleton and Suzanna Kawalek were elected unopposed with Barbara Willerton continuing as Financial Monitor.</p>	
<b>3.</b>	<p><b>Declaration of Interests</b> The following declarations were announced:</p> <ul style="list-style-type: none"> <li>• Andrew Craig (MAC partner) - lay member of the PEC of Wandsworth PCT</li> <li>• Fitzroy Beckford - standing in local elections for Labour</li> <li>• Irene Strorer – on the Board of Queen Mary’s Hospital</li> <li>• Barbara Willerton – Trustee on Wandsworth Strategy Group</li> <li>• Terry King – Trustee of Wandsworth Voluntary Service Development Agency</li> <li>• Colleen Bowen – on Strategy Group of Wandsworth Council.</li> </ul>	
<b>4.</b>	<p><b>Minutes of the previous meeting held on Monday 17<sup>th</sup> November 2008</b></p> <p><b>Page 2, item 4.1 – Open space</b> Louise Shellard queried whether there might be data protection issues regarding obtaining and sharing information from the PCT and suggested that the LiNK should look at the protocols surrounding this.</p> <p><b>Page 7, item 7 – update from sub group (PH&amp;SC)</b> Spelling correction, ‘decision mad’ should be ‘decision made’.</p> <p>The minutes were agreed with the above amendments.</p>	
<b>5.</b>	<p><b>Matters arising from minutes not covered on the agenda</b></p> <p><b>Page 3, 4.5</b> It was queried what progress was being made with regard to making papers more accessible. Jason Edgington confirmed that initial talks had been had with members of the Learning Difficulties group. It was agreed that text was a useful form of accessible communication and work was ongoing on the most effective way to translate complex information. It was recognised that on occasions it was necessary to replace words that provided a better understanding for the Learning Difficulties group. When this was the case it was important that a key/note was provided.</p>	

	<p><b>Page 4, item 4.6 – G.P surgery closure</b> It was confirmed that most people had been able to find other surgeries, however some surgeries were not conveniently accessible for disabled users. Primary Health &amp; Social Care sub group to write to the PCT regarding access.</p> <p><b>Page 4, item 4.7 – flu jabs</b> This was still to be followed up with the Primary Health &amp; Social care group.</p> <p><b>Page 5, item 5 – letter to Dawn Warwick</b> It was confirmed that the letter had not yet been sent and once Louise Shellard had been able to meet with Dawn Warwick comments would be able to be fed into the letter.</p> <p><b>Page 5, item 7 – update from sub groups</b> Communication &amp; Participation minutes were now available and the mission statement needed to be considered again. Resource &amp; Governance had discussed the need for a formal proforma for funding and work that had been committed. To be looked into by R&amp;G group.</p> <p><b>Page 9, item 10 – enter n view</b> It was confirmed that regulations stated that anyone who was to be an authorised representative required a CRB check. Having agreed the Enter n View outline the Executive Committee were keen to progress the practical aspects and requested MAC provide a proposal to put forward to the next meeting.</p>	<p><b>PH&amp;SC</b></p> <p><b>PH&amp;SC</b></p> <p><b>LS/ PH&amp;SC</b></p> <p><b>C&amp;P R&amp;G</b></p> <p><b>MAC</b></p>
6.	<p><b>Open Space for LINK members/members of the public</b></p> <p><i>6.1 Bridie Tobin queried if contact had been made with the trusts and social care providers in relation to procedures for single older patients who had been taken into hospital (i.e. St George's) and who the hospital wanted to move on. What rules governed the process?</i></p> <p>Referred to Secondary Health &amp; Social Care sub group</p> <p><i>6.2 Nina Leeks advised that there were issues with people with mental health problems being moved from hostels and places offered were not acceptable and requested that this be monitored.</i></p> <p>Referred to Primary Health &amp; Social Care sub group.</p> <p><i>6.3 Louise Shellard felt there was a huge gap of representation of user led groups for people with disabilities, chronic illness and sensory impairments. She was concerned that the Centre</i></p>	<p><b>SH&amp;SC</b></p> <p><b>PH&amp;SC</b></p>

	<p><i>of Independent Living was not on the social care priorities list. It was suggested that the priorities be re-visited more than yearly.</i></p> <p>The Chair advised that some areas were omitted from the priorities list and these would be added.</p> <p><b>6.4</b> <i>Mike Squires suggested the removal of the open space session on the Executives meeting agenda and allow members to have their say as each agenda point is covered.</i></p> <p>The Chair would also consider this to their views on the way members could participate into meetings.</p> <p><b>6.5</b> <i>Janet Lonergan raised concerns with access on buses and ramps not working and passes that could not be used before 9.30am.</i></p> <p>It was suggested that a letter be sent to the Greater London Assembly and brought up at the mobility group.</p> <p><b>6.6</b> <i>Michelle Albury felt that issues raises regarding accessible documents were not being listened to the partnership board and there was too much usage of jargon.</i></p> <p><b>6.7</b> <i>Bridie Tobin was disappointed that there was no follow up minutes and actions points from the LINK public meeting in January available on the LINK website.</i></p> <p>It was confirmed that the minutes would be available on the website shortly.</p>	<p><b>HOST</b></p> <p><b>Chair</b></p> <p><b>MC/ PH&amp;SC</b></p> <p><b>HOST</b></p>
7.	<p><b>How to Set Our Priority Objectives (B1)</b> Jeremy Ambache introduced the paper suggesting that three or four priorities were agreed and reviewed annually.</p> <p>The general view was that it was important that the views of the membership was captured any gaps identified. It was also felt that at present the priorities appeared to be commissioner and provider led rather that user led. Consideration was given to the mapping project and using it to engage with users and help to identify gaps. MAC were asked to take this forward.</p> <p>The Executive Committee agreed the recommendations (a) the criteria for determining priorities objectives (b) the process for determining our 3 or 4 priorities (c) an annual review of priority objectives.</p>	<p><b>HOST/JA</b></p>
8.	<p><b>Priorities 2009/10 (B2)</b> The following items on priorities were introduced:</p>	

	<p>a) Commissioner priorities – had appeared to have omitted disability.</p> <p>b) Joint Service Needs Assessment (JSNA) – is the first time that social services, council and the PCT had worked together into a new remit. The council had formally requested that this be included onto the Executive’s agenda.</p> <p>It was a rather complex document and it appeared to have omitted physical disability, chronic illness and sensory impairment, which was one of the largest groups of people with disabilities, carers and informative advocacy services. It was agreed that feedback would be given on the JSNA to Dawn Warwick. Letter to be drafted by Chair.</p> <p>c) List of priorities – was compiled from various suggested areas, some of which were being progressed via the sub groups and a ten point communication plan was adopted by the Interim Executive.</p> <p>Some suggestions put forward were omitted from the list and it was agreed that the list would be circulated to the membership inviting further suggestions, allowing a three week deadline.</p> <p>It was agreed that the Wandsworth Guardian be written to asking the public to make submissions for list as well as local MP’s and candidates regarding issues from their caseload. Chair to draft letter.</p>	<p><b>Chair</b></p> <p><b>HOST/ SR</b></p> <p><b>Chair</b></p>
9.	<p><b>Sub Groups (B3)</b></p> <p>Jason Edgington introduced the paper confirming that at present there were four sub groups, with an additional Chairs group.</p> <p>Discussions took place around the concern not to divide health &amp; social care and under the proposed structure it wasn’t clear where mental health trusts fitted in i.e. Springfield. It was also felt that changing the groups would prove to bit rather disruptive.</p> <p>It was agreed that the existing sub group structure would remain for the foreseeable future and be reviewed accordingly.</p> <p>Members requested being part of the following sub groups:</p> <p><i>Resources &amp; Governance</i> Barbara Willerton (Joint Chair) Roger Appleton (Joint Chair)</p> <p><i>Communication &amp; Participation</i></p>	

	<p>Jenny Weinstein (Chair) Jeremy Ambache</p> <p><i>Primary Health &amp; Social Care</i> Mark Clark (Chair) Barbara Willerton Irene Storer Jenny Weinstein Louise Shellard (LINK member)</p> <p><i>Secondary Health &amp; Social Care</i> Suzanna Kawalek (Chair) Terry King Mike Grahn Colleen Bowen Fitzroy Beckford Esther Persaud (LINK member) Mike Squires (LINK member)</p> <p>Vibert Luthers would be asked to let us know which sub group he would like to join.</p> <p><b>Co-option</b> It had become apparent that during the election period one or two members had missed the deadline for putting themselves forward for the Executive. It was agreed that the correct procedures had been followed in line with advice from the Electoral Reform Society and rules should therefore not be waived and co-option not made.</p> <p>There was a need for a policy to cover procedure for replacing any Executive members who might stand down.</p>	<p><b>VL</b></p> <p><b>R&amp;G</b></p>
<p><b>10.</b></p>	<p><b>Draft Service Level Agreement (C1)</b> Jason Edgington introduced the paper, requesting the Executive Committee agree the meeting process timetable.</p> <p>It was agreed that any comments on the paper should be sent to the Host within one week.</p>	<p><b>EC</b></p>
<p><b>10a.</b></p>	<p><b>Finance Report (tabled)</b> Jason Edgington introduced the paper, which had been finalised in conjunction with the Financial Monitor.</p> <p>It was agreed an amount of planning was required in relation to how much expenditure was available to be spent. Host to keep record of committed expenses, to be reviewed by the R&amp;G group which would then be reported to the full Executive as a standing item.</p>	<p><b>HOST</b></p>

	<p><i>Mike Squires had raised various queries in relation to the LINK finances and he was satisfied with the information given in the financial report and conflict with the usage of MAC.</i></p> <p>Jason Edgington advised that there was no commitment for the Executive to use MAC and that the agreement with MAC has been seen by the Interim Executive.</p>	
11.	<p><b>Dates for 2009 LINK Executive Committee meetings (D1)</b> The Executive Committee noted the meeting dates and agreed to move the August meeting forward to July. A new schedule of dates would be produced.</p>	<b>HOST</b>
12.	<p><b>A.O.B</b></p> <p><i>Training</i> Mark Clarke drew the Executive Committees attention to the 'Unleashing the Potential of LINK' training being run by the HSJ on 16<sup>th</sup> March, which he felt would be very useful. It was agreed that those interested and available to attend would inform the Host.</p> <p>The Executive Committee also noted the 'Induction' training proposal from MAC and agreed that early evening or weekend would be the most convenient time. All availabilities to be notified to the Host.</p> <p><i>Other</i> Irene Storer was concerned that a large number of people were not aware that they could register with more than one dentist and wanted to raise awareness of this issue.</p> <p>Terry King felt it was important to the LINK more visible, especially within the GP clusters groupings and it was suggested that presentations be made by two Executive members within each cluster. Executive Committee members agreed to offer to visit a GP cluster and should notify Simonne Reid, which cluster they'd like to visit.</p> <p><i>Maria Charles LINK member</i> The Executive were advised that an event was taking place on 19<sup>th</sup> February run by Connexions, which was targeting young people engagement.</p>	<p><b>EC</b></p> <p><b>EC</b></p> <p><b>EC/SR</b></p>
13.	<p><b>Dates of next meeting:</b></p> <p>Monday 20<sup>th</sup> April 2009, 6.00pm, venue to be advised. With informal discussion and refreshments available.</p>	