

## Chairs' Group

Minutes of Meeting Held on 23<sup>rd</sup> March 2009,

5.30pm, at Balham Park Surgery, SW17

**Present:** Jeremy Ambache (JA), Barbara Willerton (BW), Suzanna Kawalek (SK), Mark Clarke (MC), Jenny Weinstein (JW), Susan Wheeler-Kiley (SW-K)

No.	Agenda Item	Action
1.	<p><b>Welcome and Apologies</b></p> <p>Jeremy welcomed everyone, noting apologies from Roger Appleton, Simonne Reid, and Jason Edgington</p>	
2.	<p><b>LINK Priorities</b></p> <p>Jeremy, Jason, Susan and Simonne had met as a panel to score 29 suggestions that had been noted for LINK to consider and action. Jeremy explained that each was scored according to impact, do-ability, general interest/broad application. These suggestions had to be reduced to a list of six to eight for the EC to decide on its final three to four priorities for the year.</p> <p>Agreed to aim for balance between broad and narrow issues, health and social care.</p> <p>All priorities were discussed before agreeing the final shortlist.</p> <p>Final shortlist to be submitted to the Executive:</p> <ul style="list-style-type: none"><li>▪ Working with patient user groups</li><li>▪ Address gap in representation for PD/SI/CH group</li><li>▪ Procedures for hospital discharge and care in community relating especially to single older patients, their dignity and care.</li><li>▪ Maternity services</li><li>▪ Major health consultations which will include polyclinics, sexual health, stroke/trauma centre, children's health</li><li>▪ Transformation adult social care, personalisation</li></ul> <p>All other issues could be integrated into these priorities.</p>	

	Jeremy and Simonne to integrate into the Committee papers	<b>JA/SR</b>
<b>3 (a).</b>	<p><b>Resources and Governance – Reward Payments</b></p> <p>Extract from R&amp;G minutes previously circulated with papers. Issue related to whether to pay LINK members more than out of pocket expenses, ie an hourly rate – for attending meetings or training.</p> <p>JA suggested guideline could be that they are paid if LINK requests attendance, but not if they attend as a matter of personal choice</p> <p>Range of views were expressed. SK and MC asked whether paying an hourly rate was a wise use of resources. JW felt strongly that it was good practice. JA and Roger Appleton were concerned not to open the ‘flood gates’ by setting too many precedents.</p> <p>Agreed to put three options to the EC:</p> <ol style="list-style-type: none"> <li>1. Pay nothing (except OOPE)</li> <li>2. Pay in special circumstances</li> <li>3. Pay all sub-group members</li> </ol> <p>Jenny to e-mail with wording from the R&amp; G Group. JA to draft Committee paper</p>	<b>JW/JA</b>
<b>3 (b).</b>	Deferred	
<b>4.</b>	<p><b>Follow up from Team Training Day</b></p> <p>All very positive about the training day, with some good outcomes.</p> <p>Training had indicated that it takes a year or so for LINKs to fully develop.</p> <p>Agreed to take up Terry King’s suggestion that EC meet every two months on an informal basis, to get to know each other better.</p>	<b>All</b>
<b>5.</b>	<p><b>Agenda Items for Next EC Meeting</b></p> <p>Noted that MAC was drafting the Enter and View guidelines. JA has been steering this.</p> <p>All felt the agenda was too long, and wondered whether the Annual Report needed to be included. However, JA said the report on last year was essential and must ne completed in April</p>	<b>JA/MAC</b>

	<p>or May. The EC needs to comment on the draft.</p> <p>Agreed that the item should be taken off the EC agenda and communicated by e-mail.</p> <p>Items that are important and that will require discussion are:</p> <p>Rewards Policy Enter and View Policy Mapping Exercise</p> <p>Enter and View responsibility went from the Governance Group to MAC but draft hasn't come back. However, if now ready it can be circulated with the papers.</p> <p>Jenny and Barbara will help Jeremy with steering this.</p>	<p><b>JA</b></p> <p><b>BW/JW/JA</b></p>
<b>6.</b>	<p><b>Initial Work on Setting Targets for Host for 2009</b></p> <p>We brainstormed an initial list of suggested roles and targets for the Host. This included: development and outreach worker, administrative roles, IT and web, background research – both local and national, linking with other LINKs, producing communications. The view was that Mark, Barbara and Jeremy should discuss with Jason.</p>	<p><b>MC/JA/BW/ and JE</b></p>
<b>7.</b>	<p><b>Annual Report – who to steer drafting</b></p> <p>The meeting did not agree (by 4 votes to 1) to seek a contract to produce the Annual report. It was decided that the Host should produce the Annual report and that we should take a 'minimalist' approach and not seek to use the report for publicity.</p> <p>The Communications and Participation Group will produce easy to read leaflets about LINK.</p> <p>Jeremy to ask Jason to draft Report</p>	<p><b>JW</b></p> <p><b>JA/JE</b></p>
<b>8.</b>	<p><b>Representatives and Deputies – Definition of role and Nomination Process</b></p> <p>Barbara to lead with Jeremy in producing brief description of representative roles – to be included in the reward paper for the Executive.</p>	<p><b>BW/JA</b></p>
<b>9.</b>	<p><b>Linking to Patient/Carer Groups – Views to feed into C &amp; P Sub-Group</b></p> <p>All Executive and Sub Groups to be asked to contribute to linking with all the service user/carers and patient groups in the</p>	

	Borough. Communications and Participation Sub Group to lead on this.	<b>JW</b>
<b>10.</b>	<b>Enter and View Policy</b> Jeremy to steer to policy drafting undertaken by MAC. Barbara and Jenny to comment on the final draft.	<b>JA/BW and JW</b>
<b>11.</b>	<b>Any Other Business</b> Host to produce business cards to all the LINK Executive.	<b>SR</b>
<b>12.</b>	<b>Dates of Next Meetings</b> Monday May 18 <sup>th</sup> – 5.30pm to 7.00pm followed by Informal Executive meeting to discuss how we are getting on/working together? (7.15pm to 9.00pm) Tuesday 30 <sup>th</sup> June – 5.30pm to 8.00pm	