



Minutes of the LINK Executive Committee held on Monday 20th April 2009 from 6.00 pm at Earlsfield Library, 276 Magdalen Road, London, SW18 3NY

Present:

Jeremy Ambache (Chair)
 Roger Appleton
 Fitzroy Beckford
 Colleen Bowen
 Mark Clarke
 Mike Grahn
 Suzanna Kawalek
 Terry King
 Vibert Luther
 Irene Storer
 Barbara Willerton
 Jenny Weinstein

Host team:

Jason Edgington – Director of WCA and LINK Host
 Jackie Bedford
 Simonne Reid
 John Morrill
 Val Moore (MAC partners)

No'	Agenda item	Action
1.	<p>Welcome and Introductions Jeremy Ambache welcomed all those present.</p>	
2.	<p>Chairs announcements The Chair ran through the agenda and he indicated that LINK members/members of the public could feed in their comments at each agenda point with final decisions being made by the Executive Committee.</p> <p>Members were provided with an update of the activities of the Executive Committee (EC) since forming in January 2009. These included an induction and training session for EC members and they examined how the EC could work effectively together.</p> <p>The EC also provided LINK representation on a number of external organisations committees such as the South & North</p>	

	<p>Wandsworth Health Board and Wandsworth PCT Board.</p> <p>A number of the EC had a productive first meeting with the Director of Adult Social Services who acknowledged the gap in support for a representative group for Physically Disabled and Sensory Impaired people.</p> <p>The Chair advised of the statutory requirement for an Annual Report, which was being drafted by the Host Director Jason Edgington.</p>	JE/Chair
3.	<p>Declaration of Interests The following declarations were announced:</p> <p>Roger Appleton – being employed as a consultant by Wandsworth PCT undertaking work on the South Wandsworth Consultation. Terry King – was currently Chair of his local GP practice steering group focussing on adult learning.</p>	
4.	<p>Minutes of the previous meeting held on Monday 16th February 2009 The minutes were agreed as an accurate record.</p>	
5.	<p>Matters arising from minutes not covered on the agenda Page 2, item 5 Progress on making papers more accessible for groups with Learning Difficulties. Jason Edgington advised that the issues did not necessarily relate to the paperwork but more to the groups being able to understand the concept of what was going on.</p> <p>The importance of concentrating on making at least a small percentage of the most relevant papers accessible was highlighted.</p> <p>Page 3, item 4.6 – GP surgery closures Mark Clarke invited all members to feed in on which GP surgeries had or was about to move.</p> <p>Page 4, item 4.7 – flu jabs The Primary Care Trust had reported that they were on top of any problems and requirements had been met. It was suggested that a reminder letter be sent to the PCT in autumn (September) in advance of the flu jabs.</p> <p>Page 3, item 5 – letter to Dawn Warwick The lack of a service user forum for physically disabled and sensory impaired people had been acknowledged by Dawn Warwick.</p>	<p>HOST</p> <p>ALL</p> <p>PH&SC</p>

	<p>Page 3, item 7 – mission statement Referred to the Chair’s sub group.</p> <p>Page 3, item 6 – open space 6.1 – Suzanna Kawalek advised that hospital discharge was one of the priorities to be looked at and knowledge of the procedures were being sought.</p> <p>6.2 – Mark Clarke reported that initial discussions had been had regarding patients leaving Springfield not being offered appropriate alternatives. More information was required in order to pursue the issues. <i>Nina Leeks to provide specific examples to the PH&SC sub group.</i></p> <p>6.3 – It was reported that Jenny Weinstein and Colleen Bowen met with Jim Cowan from Wandsworth Council regarding the Independent Living Centre and obtaining user engagement. Members were invited to register their interest in participating.</p> <p>6.5 – Mark Clarke updated members that he had contacted Richard Tracy from Transport for London regarding access on buses. He was aware there were problems with ramps and some buses had been replaced. He would also be making a visit to the main bus depot in Wandsworth to make further inspections.</p> <p>It was further reported that Mayor Boris Johnson had recently announced that bus passes would become valid on a 24 hour basis.</p> <p>Page 5, item 8 – Joint Service Needs Assessment A letter was written to the Council from the Chair highlighting suggested additional issues raised at the last meeting.</p> <p>Page 6, item 9 – sub groups Vibert Luthers confirmed he would like to join the Secondary Health & Social Care sub group.</p> <p>Page 7, item 12 – GP clusters The rota for visits was still being worked on as there were some gaps in clusters being covered such as Roehampton & Putney. Non-exec members were invited to register their interest in participating and notify the Host.</p>	<p>Chairs</p> <p>SH&SC</p> <p>NL/ PH&SC</p> <p>ALL</p> <p>ALL</p>
6.	<p>Updates from Sub Groups</p> <ul style="list-style-type: none"> • Chair’s group <p>Jeremy Ambache advised that the 3 main items for full EC agreement were committee reports on the main agenda.</p>	

	<p>local experience on the South Wandsworth Health Consultation. The Chair confirmed that Vibert Luthers who was the LINK representative on the South West London Project Group also required a deputy.</p> <p>Mark advised that there was overlap between the PH&SC and the SH&SC sub groups and advised that Sarah Dawson (LINK member) was the lead on maternity and Irene Storer lead on hospital discharge.</p> <ul style="list-style-type: none"> • Secondary Health & Social Care (SH&SC) Suzanna Kawalek confirmed that that all LINK members would be contacted regarding the next sub group meeting. It was also confirmed that LINK representation was being made on the Health Overview & Scrutiny Committee (OSC) meetings. 	<p>ALL/HOST</p> <p>Sub groups</p>
<p>7.</p>	<p>Priority Setting for 2009/10 (C1) The Chair introduced the paper, which had received a total of 29 priority suggestions. There were a number of issues identified all of which were important however, due to the resources available it would not be possible to deal with them all.</p> <p>The EC were being asked to agree 3 or 4 priorities for the LINK for the next year. A total of 4 votes each were allocated to the EC members for their top priorities with the one receiving the lowest votes dropping off.</p> <p>The following 4 priorities were agreed:</p> <p>5.2 - transforming adult social care (personalised care).</p> <p>5.3 - providing timely community services after hospital discharge.</p> <p>5.4 - develop effective strategy and processes for Wandsworth LINKs involvement and engagement with service users, carers and patients.</p> <p>5.6 - managing & inputting to Health Consultations.</p> <p>The Chair advised that each sub group would need to come up with a project plan to be presented to the next EC meeting.</p>	<p>PH&SC</p> <p>SH&SC</p> <p>C&P</p> <p>PH&SC/ SH&SC (lead with SH&SC)</p> <p>Sub group chairs</p>
<p>8.</p>	<p>Payment and Rewards policy (C2) The Chair outlined the 3 options that were being presented for consideration, each of which were put forward by the sub group chairs.</p>	

	<p>Members were advised that whichever proposal was adopted it was important to ensure that the written policy be explicit to avoid any challenges. It was also confirmed that EC members and LINK members could claim for travel expenses, which was separate to claiming rewards.</p> <p>Vibert Luthers proposed 'attendance allowance' as a 4th option for consideration, which he felt was a widely used good principle.</p> <p>The following was adopted:</p> <p>1.1 - where members of LINK (including the Executive members) undertake an agreed and designated 'representative role' on behalf of the LINK they are entitled to claim for a reward as well as their expenses.</p> <p>1.2 - the payment rate of £7.50 per hour.</p> <p>1.3 - a designated representative would be expected to represent the LINK and the wide views of service, users, carers and patients (and not just their own personal views) and feedback to the appropriate LINK Executive, sub group or appropriate Chair.</p> <p>1.4 - expenses apply to LINK members where they take on a role that attracts a reward.</p> <p>Mark Clarke expressed his gratitude to the Chair for presenting such a good paper.</p>	
9.	<p>Enter and View (C3)</p> <p>Val Moore introduced the paper taking members through each of the 11 recommendations which looked at the practical ways of proceeding with the Enter and View which was one of the few roles that had been laid down nationally. It was upto each local LINK to decide who was chosen, how recruited and which services to visit.</p> <p>The following recommendations were discussed and agreed with amendments:</p> <p>1 - approve the publication of the Enter and View policy</p> <p>2 - R&G group would take on the responsibility of enter and view</p> <p>3 - the Host will agree work what time and resources are available for enter and view</p>	<p>R&G</p> <p>HOST/RG</p>

	<p>4 - scope of implementation - to be influenced by number of visits each month.</p> <p>5 - the recruitment and selection would be undertaken by Colleen Bowen & Jeremy Ambache and Jason Edgington</p> <p>6 - CRB Host to organise</p> <p>7 - recruitment to start with LINK members initially</p> <p>Other recommendations to be decided at a later date.</p>	<p>R&G</p> <p>CB/JA/JE</p> <p>HOST</p> <p>R&G</p>
10.	<p>Mapping and Communication and Participation Action Plan (C4) Val Moore introduced the paper.</p> <p>It was agreed that this paper would be referred to the Communication and Participation sub group to progress.</p>	C&P
11.	<p>Finance Report (D1) Jason Edgington introduced the paper asking members to note and agree expenditure to date as laid out in Area B of the paper.</p> <p>The Executive Committee noted the expenditure.</p>	
12.	<p>A.O.B</p> <p><i>Charities</i> Members were informed that a decision had been taken to exclude small charities from being able to use the foyer area at St George's hospital. Agreed letter to be written from the LINK Chair.</p> <p><i>PCT Board</i> Roger Appleton updated members on the recent PCT Board meeting. Roger to draft a briefing update for the website.</p> <p><i>Springfield Board</i> LINK had not been asked to be represented on the Trust Board.</p> <p><i>Tony Leeks letter regarding Springfield issues</i> Suzanna Kawalek advised that a letter had been sent to the Chief Executive with Tony's concerns about the 'recent absconding incidents'.</p> <p><i>Sub groups</i> Maria Charles was disappointment that she had expressed an interest in participating on the sub groups but had not heard anything. She will be invited to future sub group meetings.</p>	<p>Chair/ MC</p> <p>RA</p> <p>HOST</p>

13.	Dates of next meeting: Monday 8 th June 2009, 6.00pm, venue to be advised. With informal discussion and refreshments available.	