



**Chairs group meeting
30th June 2009
Earlsfield Library, SW18**

Present: Jeremy Ambache, Roger Appleton, Suzanna Kawalek
Jenny Weinstein, Barbara Willerton

Host: Simonne Reid

No'	Agenda item	Action
1.	Welcomes & Apologies Apologies were received from Jason Edgington.	
2.	Minutes of last Chairs group meeting 18 May 2009 The minutes were agreed as an accurate account.	
3.	Matters arising Page 1 – Jeremy Ambache confirmed that both he and Roger Appleton had met with Donald Roy (WCA Chair) and Jason Edgington regarding employment of a new member of staff. Discussions on this new post will be had at the next WCA board meeting and a decision on whether WCA will fund half the post. Page 1 – clarity was required on which representative roles were eligible for expenses. It was also felt that organisations specifically requesting LINK representation should cover expenses. Page 2, 4.1 – it was confirmed that project plans for the four priority areas needed to be developed and made into SMART objectives ready for the next Executive Committee meeting in July. Page 2, 4.2 – Irene Storer as our representative on the Project Board would report back to the Primary Health & Social Care sub group. Page 3, 4.3 – Suzanna Kawalek briefed the group on the hospital discharge day held on 25 th June. There were a number of accessibility issues with the venue as well as poor signage and two speakers from Social Services pulled out the day before. Letter to be written to Dawn Warwick expressing	<p style="text-align: center;">ALL</p> <p style="text-align: right;">SK</p>

	<p>disappointment.</p> <p>It was identified that more fact finding days from a user/carer perspective would be beneficial. Brief to be drafted for the next LINK newsletter.</p> <p>Page 3, 4.4 – Barbara Willerton confirmed that contact had been made with Maria Vidal regarding sexual health consultations.</p> <p>Jeremy advised that he had recently met with Lizzie Whetnall, Head of Communications, NHS Wandsworth. It was agreed that LINK would organise a meeting on the South Wandsworth polyclinic consultation with the Furzedown Project, date set was 27th July.</p>	<p>SK</p> <p>JA/MG</p>
4.	<p>Progress on annual report Simonne Reid updated the group that the annual report was in its final format and had been submitted to the Secretary of State by the deadline date of 30th June.</p> <p>The group thanked the Host for a well presented annual report. It was confirmed that it would be published on the website, with hard copies available from the Host at request.</p>	
5.	<p>The process for hiring contractors Suzanna drew the groups attention to the absence of a written process when commissioning contractors, which was important for ensuring transparency.</p> <p>With no immediate projects coming up requiring contractors and higher priorities it was agreed that a tendering process could be revisited in the autumn.</p>	RA/ SK
6.	<p>Representation on the LSP Jeremy invited views from the group on LINK providing representation on the Local Strategic Partnership if they were asked to. It was agreed LINK representation would be sought if approached.</p>	JA
7.	<p>Agenda for the next Executive Committee meeting (20th July) Discussions took place around ways of publicising Dawn Warwick's presentation being made at the next Executive Committee meeting. Simonne to lead on tapping into the existing WCA user groups as well as increased advertising.</p> <p>It was agreed that the Carers Centre would be invited to talk at the September Executive Committee meeting.</p>	<p>SR</p> <p>JW</p>

8.	<p>Response to Council's letter on JSNA</p> <p>The groups attention were drawn to the response LINK received from Wandsworth Council regarding its input into the Joint Strategic Needs Assessment (JSNA).</p> <p>The group were concerned that the suggested priorities it put forward to the council could be forgotten. It was agreed to re-visit the items raised evidencing and pin pointing specific data, if available.</p>	JA / SR/ JE
9.	<p>Suggested targets for Host & progress on Service Level Agreement (SLA)</p> <p>It was agreed that the targets were a good first draft but in order to make them measurable they needed to be more explicit. It was agreed they would be reworked in order that they be Specific, Measurable and Realistic Targets (SMART). Sub group chairs to feed in specific activities that encompass the support required.</p> <p>Discussions took place around the Hosts SLA which the group were happy with in principal however felt some amendments were required. Simonne to circulate to the group for comment.</p> <p>The group to send Roger comments and he will revise and include the relevant changes and communicate with Jason.</p>	<p>RA/JW/SK</p> <p>SR</p> <p>ALL/RA</p>
10.	<p>AOB</p> <p><i>Enter n View</i> – confirmation was provided by Jenny that she had been working on the protocol, which had been circulated to Dawn Warwick for comment. Roger advised that he had drafted a policy and to ensure the two papers were coherent he would cross match them. Barbara will lead on discussing/negotiating the protocol with the PCT and St Georges hospital.</p> <p><i>MAC</i> – Jeremy advised that he will be discussing working relationships with Val Moore.</p> <p><i>GP clusters</i> – Barbara confirmed that contact had been made with the Putney cluster and LINK leaflets and materials were being dropped off.</p> <p><i>Swine Flu</i> – with the number of cases on the increase it was agreed that this should be discussed at the next NHS Wandsworth meeting.</p>	<p>RA</p> <p>BW</p>
11.	<p>Dates of next meeting: 18th August 2009 @ 6pm.</p>	