



Minutes of the first meeting of the LINK Executive Committee held on Monday 28th September 2009 from 6.00 pm at Best Western Lodge Hotel, 52-54 Upper Richmond Road, Putney, SW15 2RN

Present:

Jeremy Ambache
 Roger Appleton
 Fitzroy Beckford
 Colleen Bowen
 Mike Grahm
 Terry King
 Irene Storer
 Barbara Willerton

Host team:

Hannah Baker
 Jacqueline Bedford
 John Morrill
 Simonne Reid

Apologies for absence:

Jason Edgington – Director of WCA and LINK Host
 Suzanna Kawalek
 Vibert Luther
 Jenny Weinstein
 Susan Wheeler-Kiley

No'	Agenda item	Action
1.	<p>Welcome and Introductions Jeremy Ambache welcomed all those present and apologised for the late circulation of the meeting papers, one or two of which were revisions.</p>	
2.	<p>Chairs announcements Jeremy outlined the agenda items advising that comments and feedback from the floor would be taken under each item.</p> <p>Enter and View Jeremy updated members that 7 people had been recruited for Enter and View and 3 places still remained available. An advert would be published shortly and those interested should contact the Host.</p>	

	<p>Hospital Discharge It was reported that the Secondary Health & Social Care sub group ran a second fact finding day, which was very successful.</p> <p>Consultations Jeremy reported that the polyclinics, South West London consultation and Carers Strategy had been undertaken.</p> <p>A letter had been written to Dawn Warwick querying how people were consulted on the Carers Strategy. This would be followed up on when members of the Executive Committee had its next meeting with Dawn on 30th September.</p> <p>Elections Members were advised that the roles of Chair, Vice Chair and Sub Group Chairs would be re-elected for the year 2010 to at the next executive committee meeting.</p>	
3.	<p>Declaration of Interests None declared.</p>	
4.	<p>Minutes of the previous meeting held on Monday 20th July 2009 Correction to page 1 – Mike Grahn should have been noted as an apology.</p> <p>The minutes were agreed as an accurate record.</p>	
5.	<p>Matters arising from minutes not covered on the agenda Page 1 – recruitment of the new staff member. Interviews had taken place for the post of Project & Outreach Worker and had been offered to Sarah Ellison, who was due to start in early October.</p> <p>Members were advised that an easy read version of the Carers Strategy was requested by Peg Belson and an audio tape or disk would be more beneficial. The Chair to write to the Director to request this.</p>	JA
6.	<p>Update from sub groups <i>Chairs group (B1)</i> Members noted the minutes.</p> <p><i>Resources & Governance - R&G (B2)</i> Roger Appleton outlined the items brought forward by the R&G group. The list of the authorised LINK representatives required revisiting and would be submitted to the next Executive Committee meeting.</p> <p>The Enter and View training was held and went well. It was felt that more training was required on report writing and follow ups. Discussions on detailed issues should be had during</p>	

<p>periodic Enter and View meetings.</p> <p><i>Communication & Participation - C&P (B3)</i> In the absence of Jenny Weinstein, Colleen Bowen drew members' attention to the minutes of the C&P group.</p> <p>Concerns had been raised regarding the LINK not being very well known within the Borough. It was agreed that a piece would be written and submitted to various organisations to insert into their newsletters to raise awareness.</p> <p>The C&P group were very interested in encouraging more members to join the C&P group. They were also seeking volunteers to help run the Wandsworth LINK stand at the Carers Conference (6th October) and the Wellbeing day (21st October).</p> <p>Barbara Willerton updated the group on the St Georges Health trust who would be keeping LINK informed about service user groups. They were in the process of seeking foundation trust status, were setting up groups and would be inviting LINKs along.</p> <p>Roger Appleton advised the group that a meeting had taken place with the web designers who maintained the Wandsworth LINK website. Ideas were being explored regarding the best use of the website, i.e. content and new items. Roger invited suggestions from members on potential improvements of the website.</p> <p><i>Primary Health & Social Care - PH&SC (B4)</i> Health Consultations - Roger Appleton updated members on the issues regarding the GP led health centres advising that better utilisation of facilities required looking at and the general idea was to have a centre on Grant Road and bring in services from Bolingbroke.</p> <p>Both Roger and Terry King had attended a meeting which Martin Linton MP had also been invited. Discussions were had regarding concerns raised by Geoff Vevers to which Ann Radmore, Chief Executive of NHS Wandsworth had written a response.</p> <p>She had outlined that a proper tendering process had been gone through and the local GP consortium had been offered feedback regarding their unsuccessful bid. It was confirmed that Care UK had submitted a very competitive tender and had been awarded a 5 year contract.</p>	<p>JA</p> <p>ALL</p>
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	<p>It was highlighted that although the centres would not offer the full range of services they would operate longer opening times, open to unregistered patients and would be complemented with existing services. It was also envisaged that NHS Wandsworth would be looking at what the St Johns centre offered and what could be offered to the health centres.</p> <p><u>Transforming Social Care</u> - concerns had been raised through the steering group regarding the pilot of the community care self-assessment forms.</p> <p>The current trial being tested was completion of self-assessment forms by service users without personal details. The general feel was that the form was hard to digest and had limited validity due to the anonymity. So far only a small number had been completed.</p> <p>Irene would be discussing further with Dawn Warwick.</p> <p><i>Secondary Health & Social Care - SH&SC (B5)</i> In the absence of Suzanna Kawalek, Terry King provided the update. He reported that the second fact finding day on hospital discharge went very well, all speakers were in attendance and their findings were well presented.</p> <p>The next stage would be to design and distribute questionnaires with a closing date for returns being the end of November. It was planned that face to face interviews would be organised with service users. The overall aim being to seek peoples views on hospital discharge and look at how services could be improved.</p> <p>It was reported that some members of hospital staff had been interviewed and had provided some helpful answers. It was felt that the main problem area was communication across the services.</p> <p>The Executive Committee agreed the project plan.</p>	<p>IS</p> <p>SK/TK/SWK</p>
7.	<p>Democracy and the LINK (C1) Following issues raised by LINK members at the last executive meeting regarding Wandsworth LINK becoming more democratic, a paper was put together proposing to address the issues raised.</p> <p>Discussions took place regarding the most effective ways of ensuring participation from members and striking a balance of engagement.</p>	

	<p>Suggestions explored were more public meetings, better publicity and members having an allocated slot on agendas.</p> <p>The following recommendations were agreed:</p> <ol style="list-style-type: none"> retain the model of LINK business being conducted through Executive meetings being open with the possibility of members commenting on matters under discussion the Executive should consult widely on the election of members of the Executive and come back to a future meeting with proposals on the period for which members are elected and whether phased elections of the Executive would be advantageous encourage more members to join and take an active role on the various sub groups continue to structure meetings to have an element of information sharing or presentations by service providers alongside LINK business place an item on the website giving the email address of a member willing to collate a list of members willing to share email addresses to stimulate informal discussion between interested members. 	<p>RA/JA</p> <p>Sub group Chairs</p> <p>JA/SR</p> <p>HOST</p>
8.	<p>Paying LINK members (C2)</p> <p>Roger Appleton introduced the paper regarding payments being made to authorised representatives, a request of which was put to the board of Wandsworth Care Alliance (WCA) and refused.</p> <p>Comments and a decision on the paper would not be taken until the next executive meeting. It was stated that no payments would be made until a decision had been reached.</p> <p>The Executive Committee agreed to defer a decision until the next meeting.</p>	<p>RA/JA</p>
9.	<p>Update on the NHS Wandsworth plans for Battersea and North Wandsworth (Verbal)</p> <p>Taken under item 6, Primary Health & Social care sub group.</p>	
10.	<p>Wandsworth LINK Strapline (C3)</p> <p>Jeremy Ambache introduced the revised strapline, which had been amended in light of it not being agreed at the last executive meeting.</p> <p>The Executive Committee agreed the revised strapline - 'An effective voice for Wandsworth's patients, carers and service users.'</p>	
11.	<p>Finance Report (D1)</p> <p>Barbara Willerton presented the finance paper advising that it provided a general idea of current expenditure and proposed spend of the Disbursement budget.</p>	

	The Executive Committee noted the Finance Report.	
12.	<p>Meeting dates (D2) Jeremy Ambache introduced the Executive Committee dates for 2010. Following comments from members, he requested that the suggested dates be checked against any religious dates for potential clashes.</p>	HOST
13.	<p>A.O.B <i>Enter n View</i> Clare Kakembo stated that she had raised an interest in joining the Enter n View team and had submitted an application form.</p> <p>Jeremy confirmed that the team were looking to fill additional spaces and would therefore be re-advertising shortly.</p> <p><i>Election to the Executive Committee</i> Jeremy informed members that Mark Clarke had failed to attend 3 consecutive Executive committee meetings without any explanation. This meant that Mark's position on the Executive Committee would be up for election.</p>	JE
14.	<p>Dates of next meeting: Monday 23rd November 2009, 6.00pm, venue to be advised. With informal discussion and refreshments available.</p>	