



Brighton & Hove
Local Involvement Network
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**LINK Steering Group
MINUTES
Wednesday 23 June 2010 12:15 until 14.30
Stammer Room, Brighthelm, Brighton**

Present:

Robert Brown MBE (Chair)
Steve Lawless (Vice Chair)
Alexandra Barnes
Janet Chater
Avril Fuller
Neil Holmes
Mick Lister
Francis Tonks

In attendance:

Claire Stevens, LINK Team Manager
Val Young, LINK Development Worker
Charlotte Irtelli, LINK Administrator
(minutes)

Apologies:

Geraldine Des Moulins
John Wood
Doris Ndebele
Martha Namusisi
Martin Campbell – NHS B&H
Denise D'Souza – BHCC
Sue Trimmingham – South Downs
Karen Croft – South Downs

Members of the Public/others:

Sally Polanski – CVSF Chief
Officer
Peter Flavell – BSUH
Chris Wilson – BHCC
Terry Rixon
Sue Dauthreau
John Kapp

Agenda Item No.	Item	ACTION
1.0	Welcome, apologies and Introductions	
	Welcomes and introductions were made.	
2.0	Conflicts of Interest, Ground Rules and Any Other Business (AOB):	
	<ul style="list-style-type: none"> The Chair reminded all of the ground rules, which were clearly displayed in the room The Chair asked if there were any conflicts of interest pertinent to the items on the meetings agenda. None were received. 	
3.0	Minutes of 19 May 2010 meeting and Matters Arising: Chair	
3.1	<p>The minutes were agreed as accurate, apart from the following amendments:</p> <p>ACTION: Amend Robert's post as Chair of the group, not Acting Chair.</p>	Host 24.06.10

4.0	Ratification of LINK Annual Report (2009 – 2010): Chair	
4.1	Design of Front Cover: <ul style="list-style-type: none"> The competition for designing the front cover of the annual report closed this Friday. So far, the LINK has received two entries. Robert and Claire will cast the deciding vote. 	
4.2	Contents: The group were all in agreement over the subject to the following amendments: <ul style="list-style-type: none"> Chair’s report: ACTION: Move the comments from Robert up Structure of the LINK: ACTION: Mention that members of the public are part of the action groups, as well as Steering Group members LINK Steering Group Members and Participants: ACTION: change the word ‘resigned’ to stood down when mentioning previous SG members Brighton & Hove’s Community and Participation: some of the group felt the figures were inaccurate(ACTION: Check the figures on local population for accuracy, and GP and dental practices – check bhllis.org) (ACTION: Pensioner’s Forum should be considered as a separate organisation – amend) Involvement with Stakeholders: ACTION: Add SECAMBS Summary of Activity: ACTION: clarify whether the data of 3% of requests for information relating to social care relate to hospital discharge. ACTION: Add achievements about the car parking at BSUH: ACTION: add figures of how many issues the LINK receives per month Supporting the LINK: ACTION: Neil kindly mentioned that he would like to express the appreciation from the Steering Group for the Host’s staff team Next Steps: ACTION: Add details of annual event Different Format of Report Availability: ACTION: Increase font size Report ratified 	Host – all completed
5.0	Update on Intelligent Commissioning: Sally Polanski	
	Sally congratulated the LINK on the annual report. <ul style="list-style-type: none"> Background: Brighton and Hove City Council (BHCC) has a new CEO in post, John Barradell. John’s intention is to drastically improve the way they work, and ‘intelligent commissioning’ will form part of this work – this relates to all third sector organisations 	

	<p>currently operating in the city. It is about putting the intelligence back into commissioning</p> <ul style="list-style-type: none"> • £3.5 million of savings from the Council are due to be made this year • Intelligent Commissioning is based on the Sustainable Communities Strategy which sets out the priorities • The idea is to make better use of information; to commission and support services to match local, identified need – a ‘joining up’ of the information held • The outcomes for identified needs must be measurable to influence commissioning – evidence is needed to show how services affect people, how well needs are met, and what needs to change. Services will be reshaped in accordance with the findings, and the impact of services being decommissioned assessed • There will be elements of co-design (service users designing services with commissioners), and co-production (service users involved with providing services) – CVSF is pushing to help local business from the third sector to provide services • There will be an exercise in mapping the spend in services across different areas to see where the gaps are, and see where the money has been affected • Brighton and Hove is piloting the model (Substance Misuse and Domestic Violence) – These two services were chosen as the funding that goes into those services are at risk • CVSF have been funded to ensure that third sector organisations across the city are engaged into this new way of working • It has been acknowledged that third sector organisations are key stakeholders in the city, and play a vital role in the commissioning process • The response from the Council has been positive and they have no intention of cutting vulnerable services • Sally asked BHCC to perform an impact assessment; a difficult task, as it such a big piece of work, but it is encouraging • There are eight key themes: including improving health and wellbeing • CVSF are trying to influence things where we can • CVSF are setting up reference groups to support the project workers involved in this. There will be reference groups on adverts (for organisations to get involved in the ‘Deep Dive’ pilot), planning for further events to keep the momentum • There are 70 CVSF elected representatives involved, and we are looking at networks and how we represent 	
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	<ul style="list-style-type: none"> • There will be a number of workshops, and when the health workshop is set, the LINK will be informed. • The values expressed in the project reflect feedback received from the third sector on commissioning 	
6.0	Host Update: Claire Stevens	
6.1	Recommendation: LINK signs up to <i>Getting it right</i> is Mencap's campaign for equal healthcare for all children and adults with a learning disability. AGREED	
6.2	Amendment to LINK Code of Conduct ACTION: Deferred to next meeting	HOST
6.3	Enter & View Nutrition Report <ul style="list-style-type: none"> • Brighton and Hove LINK produced their report on the recent finding made at the Enter & View visits at Royal Sussex County Hospital (RSC). • SG congratulated Claire for the report, as it was so comprehensive • Report ratified • Claire will report to East Sussex Health Overview and Scrutiny Committee (HOSC) next week. 	
6.4	Review Action Group Protocols <ul style="list-style-type: none"> • A participant on the LINK Mental Health Action Group (MHAG) proposed that the Steering Group re-look at the action group • Current protocol is that recommendations to the Trusts/providers and enter and view visits must go via the Steering Group for their agreement as the elected body of the LINK. • Currently, letters can be prepared by action group participants but must be sent and checked by the Host who check for accuracy and tone and can keep accurate records of responses. • The same principles also apply to the sub-groups. • It was AGREED to keep the remaining action group protocols. • There may be a two to three week wait before recommendations can be made to the Steering Group (SG), and if a decision needs to be made quickly, it was agreed to use the emergency procedure whereby the SG is consulted by phone and email for a 	

	majority decision. The Chair of each group will determine its urgency. AGREED	
7.0	Representative's Feedback	
7.1	<p>Janet Chater</p> <ul style="list-style-type: none"> Janet & Francis attended the recent 3Ts workshop at BSUH (teaching, trauma, and tertiary care) The project was granted before the new government (£400 million) It will be a state of the art new centre which will be built over ten years There will be en suite rooms <p>Peter Flavell from BSUH commented:</p> <ul style="list-style-type: none"> It is a three phase project, which involves the demolition of everything south of the Barrie building (Barrie, Jubilee, Latilla, Latilla annexe, HQ, and cancer centre) £50 million has been given to the trust so far, for the architects, design and planning permission £370million is still needed, and the finance is not agreed (needs to be agreed by SHA and Treasury) Planning permission is needed before funding is awarded 	
7.2	<p>Francis Tonks</p> <ul style="list-style-type: none"> Francis attended the 'Have your Say' event at Mill View recently, to the form of <i>speed dating</i>, with quick ten minute, facilitated discussions Discussions were held on equalities (age, gender, religion, sexual orientation, disability) It was an interactive and informative event with vibrant conversation Francis signed up as a member ACTION: Neil also attended and said that the LINK should follow up the next stages to ensure the material captured is being used in a meaningful way i.e. they will use the information to inform their approach. 	MHAG
7.3	<p>Robert Brown</p> <ul style="list-style-type: none"> Robert helped to man the LINK stand at the SECAMBs event on June 18 There was a good turn out and the MP for Pavilion came at the end, but no speech was made 	

7.4	<p>Alexandra Barnes</p> <ul style="list-style-type: none"> Alexandra attended the Patient Experience Conference and sent a comprehensive report to the LINK office Dr Mahmood was in attendance to listen and respond to patients Details were given about a re-accreditation process and evaluation of GPs 	
7.5	<p>John Wood Report will be circulated to SG</p>	Host
8.0 Priorities Sub-Group: Mick Lister		
	<ul style="list-style-type: none"> Mick reported that the last meeting was excellent The LINK can only deal with five issues per month – and the issues are subject to a set of criteria The backlog of issues is a challenge The group is finding that a number of issues can be signposted to other organisations 	
8.0 Engagement Sub-Group: Mick Lister and Val Young		
	<ul style="list-style-type: none"> Val's outreach is really helping raise awareness of the LINK. Val presents to the group on a regular basis – the frequency of the Engagement Group Meetings have been changed to once every two months as attendance is very low. Val is in negotiation with Sussex County Hospital regarding a weekly LINK stand. This will commence from July 7 2010 <p>ACTION: volunteers needed to assist with the weekly stand. Mick volunteered.</p> <ul style="list-style-type: none"> Steve informed the group that the Pensioner's Forum and Older People's Council have been involved in running an Older People's Day each year, which attracts over 1,000 people. However, there is no funding to support the organisation of this event. There is discussion about amalgamating this event with BME Older People's Day and Equalities Day etc. Steve asked whether the LINK would be interested in supporting this event both in time to support organisation and financially. This would be a real opportunity for engagement and useful to the LINK. In principle the LINK agreed to support this but would need further details and costs. 	<p>SG</p> <p>Steve</p>

	<ul style="list-style-type: none"> ACTION: Steve to provide more information to the next meeting. 	
9.0	Mental Health Action Group: Neil Holmes	
	<ul style="list-style-type: none"> The meeting was well attended by service users and providers A working group was established to pursue new themes for issues to be taken forward The overall feeling positive - this is a strong group 	
10.0	Out of Hours Action Group: Claire Stevens	
	<ul style="list-style-type: none"> Only one meeting has been held so far as there has been little interest in attending meetings from the public. The meeting scheduled for tonight (23 June) has been cancelled Claire reminded the group about the cost of organising such meetings (from public money) so meetings will only be held where there are enough attendees. 	
11.0	Dentistry Action Group: Claire Stevens	
	<ul style="list-style-type: none"> Claire reported that, again, there was not enough people to make meetings viable The group will operate 'virtually' 	
12.0	Any Other Business (AOB)	

Thank you for attending the LINK Steering Group Meeting.
 Next meeting: **Monday 19 July 2010: 12.15–15.00**, in the Stamner Room, BRIGHTHELM
 Lunch (from 12.00) will be provided for Steering Group members.