

**Coventry LINK Care Taker Steering Group Meeting**  
**2.30 pm – 5 pm on 11 June 2009**  
**Held At: Meeting Room, Voluntary Action Coventry**

**Final Minutes**

**Attendees:** Dave Spurgeon, Rob Allison, Tom Stone, Colin Tysall, Manjeet Stone (Grapevine), Christine Upton (Health Buddy), Ruth Light, Barinder Johal

**Apologies:** Bhanu Dabhi, George Keay

**1. Welcome, introduction and apologies.**

Ruth welcomed everyone to the first Care Taker Steering (CSG) meeting and asked for a volunteer to chair the meeting, Dave kindly offered. It was suggested to change the Chair at each meeting until the CSG had full membership. This was agreed.

**2. Notes of the last Interim Steering Group meeting (held on 21<sup>st</sup> April 2009) and matters arising**

Ruth gave a verbal update on the actions from the last meeting. All actions had been completed apart from:

- Esther Peapell (Chair of Coventry LINK ISG and Head of Public and Patient Involvement, NHS Coventry) had yet to send members of ISG the survey feedback results relating to the NHS Coventry's survey questions.
- Project Officer Louise Stratton had arranged a further focus group with recent mums so contact with the managers of maternity services to discuss points raised in the first focus group had been delayed until the findings of this session we known.
- A meeting to discuss the KPIs was still to be arranged with Bob Marriott at Coventry City Council. Ruth had reminded Bob who had said that mSimon Brake (Head of Policy and Business – Coventry City Council), also wished to attend. Dates were awaited form Coventry City Council.

Tom has been working with Jenny Walls (Coventry LINK Project Officer) in order to draft the Enter and View policy and procedure and this will be discussed at the next meeting.

Dave has been enquiring about the Patient's Association in order to find out if they have a local base, due to the fact that they have featured in the Coventry Telegraph of numerous occasions. He is awaiting a reply to an email from the contact he had been given by the Telegraph.

<b>ACTIONS</b>
<ul style="list-style-type: none"><li>• Ruth/Barinder to follow up Esther's actions.</li><li>• Ruth to have a follow up conversation with Julia Flay re: her attendance at a future CSG meeting to explain the Impressions Report.</li><li>• Ruth/Barinder to chase up meeting with Bob Marriott/Simon Brake</li></ul>



### 3. Current Work

#### a) Care Taker Steering Group development and involvement

Ruth updated the group on current work and informed them she has met with various individuals regarding involvement on CSG. The group discussed how to attract members and who they could be.

Colin said he has told people of the various ways of involvement with LINK to people he has met.

Manjeet suggested having stalls at the LINK launch event one on the Steering Groups and one about the Theme Groups etc.

Ruth asked if current members could act as buddies for new members if required, Tom and Colin were in favour of this.

Ruth said the group need to make a decision about how/whether to invite statutory colleagues that were involved in ISG to the Care taker group. Ruth outlined the potential benefits of having them present.

The meeting discussed the options. Tom said he would prefer to get the CSG set up without inviting them and that it might be an idea to have invites once the permanent Steering group is formed.

Dave said statutory partners should receive the minutes so they are kept informed.

It was agreed that the minutes would be distributed; contact would be made via the Host and that partners would be invited to only relevant agenda items. It was also agreed to send all of the CSG members a thank you letter.

<b>ACTIONS</b>
<ul style="list-style-type: none"><li>• Ruth to also draft a letter, thanking them for their support and that Coventry LINK wish to remain critical friends.</li><li>• Barinder to distribute the minutes</li></ul>



#### b) Updated chart of progress on work plan

Ruth ran through the work plan and updated the group on activities. She mentioned she would like the Theme groups to start in July 2009.

Ruth gave an update on the publicity material that has been developed and handed out some draft promotional literature (posters and leaflets).

The group discussed whether LINK leaflets should be translated into other languages. Manjeet suggested rather than spending money on producing information in various languages, it may be better to invest in an interpreter, if and when required and to use simple English. Ruth said that there would need to be evidence that people read in a language before investment was made in paper translation.

Ruth updated the group on progress regarding the LINK website and said she would send around a link so that group members could have a look at it and provide feedback before it is launched.

<b>ACTIONS</b>
<ul style="list-style-type: none"><li>• Ruth to forward on the URL for the Coventry LINK website to members of the CSG for feedback.</li></ul>



**c) LINK Launch event**

Ruth handed out the draft agenda and confirmed that the second part of the event will focus on the Joint Strategic Needs Assessment (JSNA) and that officers from Coventry City Council were co-ordinating this element.

There was slight concern that the JSNA presentation may over shadow the LINK launch.

Ruth asked the group which areas they felt they could contribute to at the event. Dave and Colin volunteered to give presentations; Tom to Chair the panel discussion and Manjeet and Christine to help with registration.

<b>ACTIONS</b>
<ul style="list-style-type: none"><li>• Ruth to liaise with JSNA re: presentation details for LINK launch</li><li>• Ruth to finalise LINK launch agenda</li></ul>



#### **4. LINK Budget 2009-10**

Ruth presented a revised budget and this was accepted by the group.

#### **5. LINK Draft Annual Report**

Ruth handed out an updated draft version of the report. Ruth explained what had been changed and the group discussed the forward by and suggestions that this should be by the Chair. It was agreed to use apiece form Dave. All agreed to allow Ruth to make necessary changes.

<b>ACTIONS</b>
<ul style="list-style-type: none"><li>Ruth to make amendments to the LINK annual report 2008-2009 and send it to the Secretary of State</li></ul>



## 6. Policies and Procedures

A draft Diversity Statement and equal Opportunities policy for LINK were presented. These were agreed by the group.

## 7. LINK work programme

### a) Update on Physical, Disability and Sensory Impairment (PDSI) interviews

Dave, Colin and Tom gave an update on the piece of work regarding follow up interviews with hospital patients. There had been less follow up interviews than planned due to issues with availability of patients for many reasons, such as illness or death etc.

Ruth said she would find out more information.

<b>ACTIONS</b>
<ul style="list-style-type: none"><li>Ruth to contact Alison Porter re: PSI follow up interviews</li></ul>



### b) Relationship building with Trusts and NHS Coventry

Ruth handed out the NHS Coventry's discussion document and highlighted the page 'Our Future Plans' as a potentially interesting. The groups discussed the potential implications and the need for joint working. Tom stated it would be nice if Coventry LINK received a mention in the document.

Ruth asked whether LINK would like to respond to this document. It was agreed to set up a meeting between CSG members and key people from NHS Coventry to discuss working relationships with a view to creating a working protocol.

<b>ACTIONS</b>
<ul style="list-style-type: none"><li>Ruth to follow up suggested meetings re: working relationships</li></ul>



### c) Write up of LINK consultation on 18<sup>th</sup> April 2009.

The write up of the session was discussed and accepted. Members felt the report was very good.

### d) Write up of session at Grapevine on 21<sup>st</sup> April 2009

Colin highlighted a grammatical error regarding the GPs statement findings.

Ruth said the Grapevine has been a great help to Coventry LINK and would like their continued involvement within Theme groups and more. Ruth presented a

proposal for how people with learning disabilities could be involved within LINK and how the Grapevine would help facilitate this. This was agreed.

<b>ACTIONS</b>
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| <ul style="list-style-type: none"><li>• Ruth to make amendments to grammatical error re: GPs statement.</li></ul> |
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Manjeet and Christine left at this point (4.30pm)

## **8. News and Updates**

### **a) Scrutiny Committee 4**

Dave handed out a paper from the last Scrutiny Board meeting for information. Dave highlighted a piece of work relating to winter deaths in Coventry that the Scrutiny Committee 4 would like LINK's involvement with. There will be some events held soon.

### **b) Invites to events**

Ruth highlighted a number of events taking place in the near future.

Colin said he was free to attend the Future of Involvement event in London on 2<sup>nd</sup> July.

LINK's Host Participant's meeting on 21<sup>st</sup> July – Tom said he would attend. As two people are able to attend, Ruth suggested asking George for his availability.

<b>ACTIONS</b>
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| <ul style="list-style-type: none"><li>• Barinder to arrange booking and travel for Colin and Tom</li><li>• Barinder to ask George if he is able to attend the LINK's Host meeting on 21<sup>st</sup> July.</li></ul> |
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### **c) Any other news and updates members want to provide**

It was decided that if Coventry LINK or its members receive any reports from other organisations, they are to be discussed in the future.

### **d) Correspondence**

A national review of discrimination against age was mentioned by Ruth. The report is due to be published in October but they are asking for evidence now.

<b>ACTIONS</b>
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| <ul style="list-style-type: none"><li>• Ruth to send details of age discrimination review around by email</li></ul> |
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## 9. Any Other Business

Ruth said a press release regarding Coventry LINK and the launch event has been circulated to media contacts within the City.

Mercia fm radio station has been in contact with Coventry LINK and would like to do a pre -recorded interview. Ruth asked for a volunteer to do this and Dave offered.

ACTIONS
<ul style="list-style-type: none"><li>Ruth to liaise with Mercia fm contact and Dave to arrange the pre recorded interview.</li></ul>



## 10. Agenda for the next meeting

This was briefly discussed and was decided to focus on the results of the Terms of reference consultation and key decision on LINK structure and to discuss Enter and View.

## 11. Date and time of next meeting

A proposed date of Monday 29<sup>th</sup> June was agreed at 2.30pm, VAC premises.