

**Coventry LINK Steering Group Meeting**  
**At 10.00 am on 18<sup>th</sup> October 2011**  
**Held At: Methodist Central Hall**

**DRAFT Minutes**

**10:00 Steering Group – planning meeting**

**Attendees:** David Spurgeon (Chair), Abdi Ibrahim, Emma Shiers, Gaile Allen, Tom Stone, George Keay, Moira Pendlebury, Sheila Marston, Ruth Light, Ranjna Sharma –Narayan, Rob Allison, Sam Townsend

**Apologies:** Angela Kerrigan, Bhanu Dabhi, Christine Upton, Karen Keates

**Welcome**

**David thanked everyone for attending the Steering Group meeting and welcomed Emma Shiers from Citizen Advice Bureau.**

**1) Project Manager's update**

Ruth gave an overview of the Project Manager's update report. It has been a busy phase for community outreach work. Coventry LINK has attended various events (Community based champions health fair, Sahil women's health event and Coventry University Freshers' fair) Information packs, membership forms and surveys were distributed.

The NHS Coventry Patient Public Involvement meeting is taking place on Thursday 20<sup>th</sup> October where LINK have time on the agenda to talk about HealthWatch. A facilitated discussion will take place on how HealthWatch can support people to make choices about their care.

At the Regional LINK Hosting meeting there was a presentation on the Equality Delivery System to be used by Trusts and PCTs. This will see LINKs and others RAG rating (red, amber, green) Trusts actions regarding equality. Therefore this was a significant development for LINK to be aware of. The nationally set outcomes and goals of the Equality deliver System were circulated within Appendix A, however it was noted that goal 2 was missing within the table.

Ruth confirmed that Ranjna is leaving the organisation. David thanked Ranjna for all her hard work and wished her well in her new job.

<b>Actions</b>
<ul style="list-style-type: none"><li>• Sam to amend Appendix A: Equality Delivery System outcomes from paper 1 and re-send to Steering Group members</li></ul>

## 2) CWPT proposal about recruiting user and carers representatives – agreement of response

Ruth confirmed that a discussion has taken place between Coventry LINK and Warwickshire LINK with regards to the CWPT proposal about recruiting user and carer representatives. It was agreed that due to timescales it would not be possible to commit to running the process but that LINKs could be more of a connector to the process. A draft letter has been written and ready to send to Simon Crews. The Steering Group agreed that this letter can be sent.

<b>Actions</b>
<ul style="list-style-type: none"><li>• Ruth to send official response to Simon Crews on behalf of Coventry and Warwickshire LINKs</li></ul>



## 3) Update on official correspondence and action plans

### Response from CWPT

Ranjna gave an overview of the response received from CWPT regarding LINK's recommendations on activities provided for inpatients at Caludon Centre. It was a very positive meeting where CWPT had no objections to any of the recommendations and have started to implement improvements. In this meeting it was agreed that there will be further discussions on the progress of the remaining recommendations in December /January.

It was agreed that LINK's report should now be published and that the CWPT response be appended in the usual way.

### Letter regarding renal patient transport

A letter has been received from Monica France regarding questions asked by the working group on transport for renal patients. The meeting reflected on the responses to LINK's recommendations, so far there have been 2 positive letters received from NHS Coventry. Ruth confirmed that a meeting has been arranged on 10<sup>th</sup> November at UHCW on ward 50 to discuss if there has been any progression with the recommendations.

<b>Actions</b>
<ul style="list-style-type: none"><li>• Sam to upload the report on inpatients activities at Caludon Centre with CWPT response appended.</li><li>• Ruth to provide an update to the Steering Group once the meeting on the 10<sup>th</sup> November at UHCW has taken place</li></ul>



## 4) Response to HealthWatch funding allocation

Ruth gave a brief recap of the consultation for the allocation options. The consultation is to agree on the funding formula which will be used for the new functions of HealthWatch. The Steering Group agreed the response for sending.

Ruth and Rob gave an updates on discussions at the HealthWatch Core Group. Rob had put a paper together regarding the time lines for decisions making by the City Council. The idea of a rollover for the Host contract to VAC between April – October was received in a positive way.

#### **Actions**

- Ruth to submit response for consultation on funding allocations

### **5) Consultations – details of City Council direct payments consultation**

The paper for direct payments consultation was discussed. Ruth confirmed that she would refer this consultation to Louise to see if she has any members of the adult social care working group could look at this.

#### **Actions**

- Ruth to refer the direct payments consultation to Louise.

### **11:15 Steering Group: public meeting**

**Additional attendees:** Esther Peapell (Head of Patient Public Involvement at Arden Cluster), Bob Marriott (Involvement, Access and Partnerships Officer at Coventry City Council), Julia Flay (Patient Involvement Facilitator at UHCW)

#### **1) Minutes of the last meeting**

The minutes of the last meeting were agreed with 2 small corrections:

Mis-spelling of Esther’s surname – it should be Peapell  
Item 4 in the actions, it should read Tony Walsh.

#### **2) Matters arising and actions**

**Request from Council of disabled people** – Ruth confirmed that the letter has been drafted, Tony Walsh is off at the moment, David is to approve the letter for sending.

#### **3) LINK work Programme**

Ruth provided an update on work programme activity:

There has been a presentation to the Hospital Working Group about the proposal for “Gate 1”. It was agreed that an official LINK letter will be sent to UHCW to confirm that it is important that there is a programme of involvement set in place.

Julia Flay said she would be interested to know initial views from people regarding “Gate 1”. Ruth confirmed that Coventry LINK has not decided on their position yet. A process of engaging views from people is needed.

Ruth confirmed that due to Ranjna leaving post there needs to be a discussion about the priorities for the LINK programme of work. Ruth proposed that the piece of work to look at mental health care planning was postponed pending appointment of the new project officer. Work had not begun on this project whereas preparation for an ‘enter and view visit’ to talk to patients about car parking etc had. Julia said that there was a group at UHCW looking at car parking. It was agreed that it would be useful to find out about this.

The Steering Group agreed that the mental health care planning work be delayed.

Ruth updated on other elements of the work programme.

<b>Actions</b>
<ul style="list-style-type: none"><li>• Official LINK letter to be sent to UHCW regarding “Gate 1”</li><li>• Letter requesting update on review of outpatient letters to be sent to UHCW</li></ul>

#### **4) HealthWatch**

##### **Update on developments**

Ruth introduced the latest national information regarding HealthWatch. Bob said he had attended regional meetings where many questions had been raised but clear answers had not been provided. There were one or two key messages one of which was regarding corporate identity. Ruth updates on work in Warwickshire to take forward HealthWatch.

##### **NALM conference and consideration of membership of NALM**

Tom attended the NALM conference on Friday 30<sup>th</sup> September and gave a brief overview. There was a discussion on whether it would be worthwhile becoming a member of NALM. Ruth confirmed that the membership fee is not substantial and the Steering Group agreed to become a member of NALM.

##### **JSNA event**

Ruth said an event to enable local people to feed into the Joint Strategic Needs Assessment (JSNA) was taking place on Wednesday 16<sup>th</sup> November at the Welcome Centre. The focus of this event is to increase input from local people. Ruth told the Steering Group that if they would like to attend the event to confirm by November 2<sup>nd</sup>.

<b>Actions</b>
<ul style="list-style-type: none"><li>• Sam to complete membership form for NALM membership</li><li>• Steering Group members to confirm if they can attend the JSNA event</li></ul>

## **5) Guidance on authorisation of Clinical Commissioning Groups**

This paper was given to the Steering Group for information. There are currently 2 clinical commissioning groups (CCGs) in Coventry. This guidance indicates that there will need to be one CCG for Coventry. George confirmed that the Strategic Health Authority had recommended one CCG and this had but that there would still be 2 separate sub committees. A new name was also required.

George reported on other developments: the Care Home GP service was being extended to all care homes in Coventry and was now looking at prescribing in care homes. Godiva CCG was looking at reducing the numbers of GPs who cover care home residents. Moira raised a concern about this stating that there were reasons why residents kept their GPs. They were also looking at the training of GP practice nurses. 100% of Godiva practices have now signed up for the patient involvement DES.

David said the Guidance on CCGs referred to meaningful engagement but did not say how and that HealthWatch was only mentioned once.

## **6) Feedback from meetings and events**

### **Scrutiny Board 5**

David gave an overview of the Scrutiny Board 5 he attended:

The Serious Case Review regarding Mr B. had already been to Scrutiny. As there were obvious shortcomings with his treatment, the review was undertaken by a multi-agency panel of senior practitioners. Representatives from Coventry City Council, NHS Coventry and UHCW attended Scrutiny to answer members' questions regarding actions taken as a consequence of the review and subsequent action plan.

Members had previously received a copy of Coventry LINK's Annual Report. Ranjna gave an excellent presentation, with the emphasis on some achievements and future developments, eg the 2011/12 Work Plan and implications of moving to HealthWatch. Members made very positive comments on both the clarity of the report and the impact of LINK in general. Ranjna and I answered questions.

The Acting Director of Public Health, John Forde, answered questions arising from his Annual Report. Issues covered included :- Coventry's Quality and Outcomes Framework (QOF) and GPs' overall performance, obesity, sight testing/screening, teenage pregnancy statistical comparisons ( a more positive picture), and the Arden Cancer Network Project – involves working in 2 disadvantaged areas, targeting reductions in health inequalities.

### **UHCW Equality Focus Groups**

The focus groups have taken place, there were not high numbers of people attending but discussions were good.

### **JSNA data day**

It is an annual event aimed at professionals and there were over 100 people who attended. Ruth confirmed that at this event good practical work was achieved and was well targeted.

### **Invites to events**

9<sup>th</sup> November – Safeguarding and Adults at Central Hall in Coventry. Moira said she was probably going to this.

17<sup>th</sup> November – POWher AGM conference in Hertfordshire

<b>Actions</b>
<ul style="list-style-type: none"><li>Steering Group members to contact Ruth if they are able to attend either of the events discussed in Invites to events section.</li></ul>



## **7) Any other business**

### **Caring for our future – Shared ambitions for care and support**

Bob wanted to draw Steering Group member's attention to this national consultation. It was agreed the adult social care working group would be the best place to formulate any LINK response.

### **Maternity services**

Esther confirmed that a formal consultation regarding maternity services will be taking place from 1<sup>st</sup> December. It was agreed that maternity services would be included on the agenda for the next Steering Group meeting.

<b>Actions</b>
<ul style="list-style-type: none"><li>Ruth to share Caring for Our Future document with Louise</li><li>Maternity services to be on the agenda for November's Steering Group.</li></ul>



## **8) Date and time of next meeting:**

Tuesday 29<sup>th</sup> November, Methodist Central Hall

### **Dates of future meetings:**

17 January 10am – 12.30 Location Coventry Foyer.  
21 February 10am – 12:30 Location Methodist Central Hall  
27 March 10am – 12:30 Location Methodist Central Hall.