

**Coventry LINK Steering Group Meeting**  
**At 10.00 am on 28<sup>th</sup> June 2011**  
**Held At: Coventry Central Methodist Church**

**Minutes**

**Attendees:**

David Spurgeon (CHAIR), Tom Stone, Abdi Ibrahim, Alex Turner, Andrew Christie, Bhanu Dabhi, George Keay, Angela Kerrigan, Moira Pendlebury, Sheila Marston, Ruth Light (LINK Project Manager), Ranjna Sharma-Narayan (LINK Project Officer).

Rob Allison from **Voluntary Action Coventry**.

Angela Kerrigan was welcomed to her first meeting, she is now going to attend in place of Ellen Alcock from Grapevine.

**1) Apologies**

Gaile Allen, Christine Upton, Donna Kelsey

**2) Project Manager's update**

**Staffing**

Ruth gave an update on the recruitment process, which has been started to fill the post vacated by Barinder. Already 15 completed applications have been received. The deadline for submission is Monday 4<sup>th</sup> June.

**JSNA Working Group meeting**

Ruth attended a meeting chaired by Simon Brake which considered the process for completing the Joint Strategic Needs Assessment (JSNA) for this year and how to improve the process of the JSNA in the future. Ruth said that the idea of LINK hosting a meeting of local people and stakeholders for discussion of involvement in the JSNA in the future had been put forward. Ruth asked the Steering Group if they would be happy for LINK to add this proposed work to their work programme subject of further discussion at the next JSNA group meeting. It was agreed that this should be suggested in the JSNA July meeting.

<b>Actions</b>
<ul style="list-style-type: none"><li>Ruth to propose an event via LINK in September for discussion of more meaningful engagement around the JSNA.</li></ul>



**Safeguarding prevention subgroup meeting**

Ruth attended this meeting for the first time and recent media coverage about Castlebeck homes was raised. Tom asked if vulnerable people are checked on within Castlebeck homes? Moira answered, from prior experience, a minimum of once a year an inspection should take place.

### **LINK Annual meeting**

Ruth provided a summary of the evaluation forms from the participants of the meeting, which showed largely positive feedback. Andrew Christie expressed some concerns, which he mentioned were comments also raised by other attendees, that the meeting did not supply sufficient answers. David responded by stating that the details of HealthWatch were not yet fully worked out and it had been a case of presenting the information we had so far. Ruth added that the idea was to get people thinking to come up with ideas which could feed into the design of HealthWatch in Coventry.

Tom said he did not like the group discussion element. The Steering Group agreed that facilitation was key and that facilitators should have had more structure to managing their tables, and this is something to consider when planning next future meetings.

### **3) Press Release: Major trauma patients to benefit from the introduction of an improved West Midlands Trauma Care System**

Ruth highlighted this proposal and the potential impact on Coventry asked the Steering Group if they felt LINK should take any actions in response. George suggested that LINK needed to know more about the areas being covered by major trauma services.

<b>Actions</b>
<ul style="list-style-type: none"><li>• Ruth to find out if there is a mechanism to feed into this review</li></ul>



### **4) Draft response to Coventry Community Health Services Quality Account**

The Steering Group all agreed that the response to the Community Health Services Quality Account was satisfactory and could be submitted. The response to Coventry and Warwickshire Partnership Trust Quality Account was noted.

### **5) Government changes in response to the NHS Future Forum**

Ruth presented a summary paper extracting the key highlights from the four work stream themes considered by the NHS Future Forum.

The decision regarding HealthWatch Pathfinder status will not be announced until the end of July. There has also been an announcement for the target date for HealthWatch to be established has been further delayed until October 2012.

Rob mentioned that LINK needs to be careful about emphasising its role, which is still going to be as a campaigning voice.

An informal HealthWatch Core Group has been meeting. This group includes Bob Marriott, Esther Peapell, David Spurgeon, Rob Allison and Peter Barnett. It was

suggested the more representation from the Coventry LINK Steering Group was required. Moira Pendlebury has agreed to participate, and brings the knowledge of her current role, providing information to people.

**OPEN MEETING**

**Additional attendees:** Peter Barnett, Coventry City Council Health and Social Care Scrutiny Board 5, Fiona Goodall, (Care Quality Commission Compliance Manager), Bob Marriott (Service User Involvement Development Officer – Coventry City Council), Esther Peapell (Head of Patient and Public Involvement – NHS Coventry)

**Apologies:**

*Welcome and introductions were done on behalf of the additional attendees.*

**6) Minutes of the last meeting, matters arising and actions**

The minutes were agreed with two corrections. Tom was not present for the last meeting. The missing words ‘should do’ to be added to paragraph 2 on page 3 under item 4.

Ruth provided an update on the actions from the last meeting.

<b>Actions</b>
<ul style="list-style-type: none"> <li>• Esther has not succeeding in attaining a response with regards to actions on out of hours mental health services with colleagues in PCT. She suggested Ruth write to them again, and cc Esther and the Chief Executive</li> <li>• Esther to forward details of the road shows to Ruth and Moira</li> </ul>

**7) Care Quality Commission (CQC) presentation, by Fiona Goodall**

***[The presentation is being sent to you as a supplemental document to these minutes]***

Fiona manages the team of CQC inspectors for the area.

Fiona highlighted how compliance is assessed and reviewed and talked about the information the CQC holds on any particular agency.

Fiona mentioned that the CQC also does thematic reviews on: Dignity and Nutrition, Maternity, Pressure sores and related care, Learning Disabilities.

Tom asked what the point of fines was, to which Fiona responded they are useful if the provider is willing to accept they aren't compliant and therefore prevent prosecution.

Moira asked what the CQC's relationships were with Local Authorities regarding safeguarding and commissioning Fiona said that there was ongoing contact by Inspectors and discussions about who is most appropriate to take any necessary Safeguarding actions forward.

There was discussion about the CQC's role in the light of recent criticism of response to whistleblowers. Fiona said that CQC was not an emergency response service and where a speedy safeguarding action was needed this was best taken forward by the Local Authority.

Peter Barnett raised a question about the use and validity of quality accounts. Fiona responded with their usefulness from a commissioning perspective. Ruth commented that engagement from Coventry LINK would, ideally be much earlier in the year, giving us time to engage and respond in a more considered manner.

## **8) Report on LINK Work Programme and working group activity May – June 2011**

Ruth provided an update on work programme activity.

LINK had been asked to provide input in the development of Safeguarding procedures for Coventry. Ruth asked if the Steering Group wished to add this into the work programme. LINK has been doing work related to Safeguarding via the Choice and Control Working Group.

Ruth reported that LINK's request to join the Safeguarding Board had been turned down.

Tom asked about work planning for the next work programme. Ruth proposed that the July meeting should be a work planning session instead. This was agreed.

<b>Actions</b>
<ul style="list-style-type: none"><li>• Ruth to look into how the Safeguarding Board is constituted</li><li>• Steering Group to consider ideas for the next year's work programme and to telephone / email ideas to Ruth by Monday 18<sup>th</sup> July</li></ul>



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

### **Scrutiny Board 5**

David reported back from two meetings. At the last meeting the main item was a consideration of the Quality Accounts for UHCW, Coventry and Warwickshire Partnership Trust and Coventry Community Health Services. Senior managers

answered questions from the Board members, using a commentary written by Peter Barnett as a basis for discussion. Points raised will be as inserted as comments and sent to the trusts for inclusion in the final documents.

The Council had received a petition calling for an end to water fluoridation in Coventry. There was an opportunity for the petitioners to present their case and then John Forde, Acting Joint Director for Public Health and Jonathan Iloya, Consultant in Dental Public Health NHS Coventry, presented a paper outlining the case in favour of fluoridation. The Board decided that it wouldn't put the issue on its work programme, but reserved the right to return to the subject.

A Task and Finish Group has been set up to investigate the provision of GP services in Coventry, in light of a practice being closed and patients being told to move to another surgery.

### **Shadow Health and Wellbeing Board**

David fed back on the first meeting of the Shadow Board Both Ruth and David had attended. The meeting had focused on the terms of reference and discussion of the purpose and way of working for the group. It was very much a first meeting. Tom queried the process for deciding a LINK representative for the Health and Well Being Board, since David stepped in to attend this meeting on behalf of LINK at short notice. Ruth agreed that a process needs to be devised for deciding who sits on this board, and this would form part of ongoing work on taking on the HealthWatch role.

### **Godiva Commissioning – George / David**

A meeting of the patient panel chairs for Godiva Commissioning will take place on 8<sup>th</sup> July.

George mentioned there has been one meeting held which focused on patient panels and the care home service in Godiva. Godiva have taken on a project to visit patients in care homes with the aim of looking at how to keep residents out of hospital in the first instance. There are currently two salaried GP's working on this, and there will be a third recruited. This project started in April, and by mid June they were successful in preventing 47 residents of care homes from being admitted to hospital. If there is time, this project will be extended to InSpires patients.

### **Inspires Consortia**

There was nothing to report.

### **Feedback from other meetings**

There was nothing to report.

### **Invites to events**

**NHS Coventry Annual General Meeting:** this is being held on 13<sup>th</sup> July at the Techno Centre, starting at 5pm. Tom, Alex, George, Andrew and David will be attending from LINK.

**Home meals Consultation – Tasting Session:** this is being held on Thursday 7<sup>th</sup> July, from 1.30pm – 4.30pm at the Gilbert Richards Day Centre in Earlsdon. Roger Hudson will be attending from LINK.

<b>Actions</b>
<ul style="list-style-type: none"><li>• Places to be booked for members who expressed an interest in attending the NHS AGM.</li></ul>



## **10) Any Other Business**

### **Summary Care Records**

Esther mentioned there will be a national roll out of summary care records letter sent out to all Coventry residents week beginning July 4<sup>th</sup>. The drop in sessions/road shows set up around the City for people to find out more will be on;

- July 18<sup>th</sup> 11am – 3pm at Coventry Central Methodist Hall
- July 19<sup>th</sup> 11am – 2pm at Foleshill Children’s Centre
- July 19<sup>th</sup> 5pm – 7pm at Coventry and Warwickshire Podiatry (2<sup>nd</sup> flr UHCW)
- July 20<sup>th</sup> 11am – 2pm at Moat house, Wood End
- July 21<sup>st</sup> 11am – 2pm at Wood End library

## **11) Date and time of next meeting (please note change of venue):**

**10am – 1pm followed by lunch, on 26<sup>th</sup>  
July in the Coventry Foyer.**

11) Date and time of future meetings:

- 10 am Tuesday 20<sup>th</sup> September at Queen’s Road Baptist Church
- Tuesday 18<sup>th</sup> October, Methodist Central Hall
- Tuesday 29<sup>th</sup> November, Methodist Central Hall