

**Coventry LINK Steering Group Meeting
At 10.00 am on Tuesday 29 November 2011
Held At: Methodist Central Hall**

DRAFT Minutes

10:00 Steering Group – planning meeting

Attendees: David Spurgeon (Chair), Emma Shiers, Gaile Allen, Tom Stone, Moira Pendlebury, Bhanu Dabhi, Karen Keates, Angela Kerrigan , Ruth Light, Rob Allison, Louise Stratton

Apologies: George Keay, Sam Townsend, Sheila Marston

1) Project Manager's update

Ruth reported that a high response had been received to vacant LINK Project Officer Post. There was a good attendance at the NHS Coventry PPI quarterly meeting where HealthWatch was discussed and LINK's engagement meeting on 16 November around the JSNA meeting.

Julia Williams and Sue Eato from CWPT have discussed CWPT's Equal Partners Strategy. Ruth and David met with Sue Roberts from Arden Cluster. Discussions included an idea to develop a memorandum of understanding with LINK and respective roles in engagement. Further discussions with members recommended in New Year.

The date 9th January 2012 was suggested to have a joint meeting with Warwickshire LINK for updates from CWPT and UHCW on her Quality Accounts.

Ruth flagged up recent news items including the latest Dr Foster mortality statistics – George Elliot has scored poorly although UHCW's score has improved.

Actions
<ul style="list-style-type: none">Steering Group members to put 9th January in their diary for the joint meeting with Warwickshire LINK. NB this date is now being changed

2) Maternity Services

Esther attended for this item to report on the pre-consultation phase, gathering people's views and experiences rather than consultation on what opinions could be available. There has been a delay in the timing of the formal consultation, which will now start in early 2012.

Moira asked about the recent news around midwife-led units. Esther outlined two models, one with back up from consultants / paediatricians, one without, i.e a

midwife unit on its own. Esther reported that NICE have supported informed choices for Caesarean deliveries.

Esther has written up the pre-consultation report on people's views and experiences. Emma Shiers has worked with Esther on the questionnaires (54 responses received). Esther would like more responses. The majority of responses favoured a setting where emergency care is readily available but a significant number wanted a home delivery. Some women felt that options for the birth itself were not clearly given to them. Antenatal care close to home was key to all residents. Bhanu noted additionally that there were language barriers. Antenatal classes are limited and get full up quickly; neither hospital offers a tour – there is a virtual DVD but it doesn't seem to be readily offered to women.

Karen asked about guidance about where a first baby is born. Esther replied that there isn't specific guidance – options aren't always outlined to women.

This item needs returning to again as the Steering Group need to look at the options.

Actions
<ul style="list-style-type: none">• Maternity service to be added to January or February Steering Group meeting agenda

3) Steering Group Membership

Ruth has looked again at the LINK Terms of Reference and introduced a paper. The original VCS members are coming to the end of their two year term. The paper noted the desirability of a smooth transition process to HealthWatch and Ruth noted the need to retain the strength, depth of knowledge and continuity of the Steering Group. It is important not to change the whole of the governing group at such a time of transition. David noted the ambiguities around the transition to HealthWatch, especially as the Health and Social Care Bill is still in the Lords.

Three options were set out in the paper. It was agreed to roll forward the voluntary sector places (due to end in December) to April and hold a further round of applications then. John Mason has expressed an interest in being co-opted onto the Steering Group as an individual. Ruth and David have met with him. This was agreed by the Steering Group. Another interested volunteer had also been identified. Ruth and David will meet with them.

It was noted that there needs to be a plan to ensure that the bulk of individual members do not come up for re-election at the transition period to HealthWatch and to consult the LINK membership on this.

Tom noted that the HealthWatch may require a new governance structure. Rob said that a question has been posted nationally as to whether the "body corporate" for HealthWatch has to be a distinct legal entity in its own right or whether it is sufficient for the organisation delivering HealthWatch services to be incorporated. David said the Council has verbally agreed to extend VAC's Host Contract to

September (written confirmation being awaited) although the funding allocation won't be confirmed until February.

Actions
<ul style="list-style-type: none">• Ruth and David to speak to potential new Steering Group member.

11:15 Steering Group: public meeting

Additional attendees: Sheila Marston; Esther Peapell (Head of Patient Public Involvement at Arden Cluster), Bob Marriott (Involvement, Access and Partnerships Officer at Coventry City Council) Peter Barnett (item 6 onwards).

1) Welcome and Apologies

David noted apologies from Julia Flay, George Keay and Karen Keates had to go.

2) Minutes of the last meeting and matters arising

The minutes of the last meeting were agreed as accurate.

The completed actions were discussed. All actions had been addressed. A meeting was held with UHCW to discuss progress with Renal Patient Transport recommendations. There was little progress on waiting times for travel home and problem solving meetings have been cancelled so further actions have been agreed. LINK was surprised and angry by the lack of progress. Esther has spoken to the lead commissioner for passenger transport at the Arden Cluster. Esther will provide an update at the next Steering Group meeting as action will be taken.

LINK submitted its response to the consultation on funding allocation formula for HealthWatch. The results of this consultation should be known in December with the actual funding allocation around the end of January.

LINK has written to UHCW about outpatient booking letters but has not received a reply yet.

Paper 3 on Trauma Care was circulated for information. There is also an event on the 19th December at Birmingham City Football Club. LINK has discussed Trauma Care but has not yet submitted a response. The likely outcome is the status quo.

Actions
<ul style="list-style-type: none">• Esther to provide an updated to Steering group members.• Ruth to draft a response regarding paper 3 for David to consider and sign off.

3) LINK work programme – update report

Hospital Services

Hospital discharge: (Moirra noted the benefits of the joint working between Age UK Coventry and LINK here)

Hospital signage with questionnaires coming in (A&E is coming up a lot in the responses).

Mental health services

The Mental Health services working group is following up on leaflets and the recommendation on in-patients activities.

Social Care

Louise reported that comments have been submitted on the Safeguarding Policy and the mystery shopper work will commence on Rachel Upton return.

BME cancer screening

Louise said that focus groups for the Macmillan Project will take place in January (Esther noted the PCT Communities Campaign to promote Cancer Screening). Louise noted people offer lack of early access to information and do not recognise the symptoms.

HealthWatch

Ruth is pulling together findings from the recent consultation meetings around HealthWatch and we will be running six focus group targeting different sections of the community, voluntary organisations and stat sector workers to drill down into this and explore the 'Patchwork Quilt' analogy raised at the LINK annual meeting

David noted the need for written confirmation of the contract extension. Bob said that the funding allocation for HealthWatch is key and also noted that DoH guidance on "body corporate" expected during December.

4) Consultations

a. Direct Payments

Louise talked through the consultation proposals. Louise had run a focus group to get feedback. Bob noted that Maxine could speak to LINK about this as the group had a number of questions about how Direct Payments work. Louise said that people's concerns were less about the technical details and more about how to be an employer. The deadline for the response is 19th December. It was agreed that further work would be done on LINK's response and David would sign it off.

b. Caring for our Future

A paper was tabled and Louise talked through the draft response. The group discussed the suggestion that a register of providers be kept. It was agreed that

the point of a register of providers is less about maintaining a list and more about enabling people to access information on providers.

Moira noted the Contact & Connect model as being unique in the country for connecting with all over 85s as a key point in need, also an example of partnership working between the voluntary and statutory sectors.

Esther noted that people should be encouraged rather than required to attend.

This consultation links to the Dilnot review and the Law Commission work on social care legislation. The deadline is 2nd December. It was agreed that further work would be done and David will sign it off.

c. CWPT Foundation Trust Consultation

Ruth noted all Trusts need to be Foundation Trusts by 2014 otherwise they risk being taken over by another Foundation Trust and CWPT may be seeking LINK's support for their Foundation Trust application. There is a public meeting on 25 January – some LINK members will attend. It was agreed to invite CWPT to the next Steering Group meeting

d. Other consultations

The CQC will send two sample inspection reports to seek feedback on the format. David, and Tom may be able to give a view. Response is needed by 16th December.

GMC Good Management Practice for GPs: The deadline for this is 10th February. It was agreed that this would be discussed in more detail at the next Steering Group meeting.

Actions
<ul style="list-style-type: none">• Sam to send Tom and Tom to read full CWPT Foundation Trust consultation document with particular reference to governance arrangements.• Ask CWPT to January Steering Group meeting.• The two consultation responses to be submitted by the deadlines• Sam to circulate link for the Good management Practice for GPs consultation to Steering Group members and to be discussed in January

5) Expenditure report

This has been considered but Finance sub-group, which were happy with this.

6) Feedback from meetings and events

Scrutiny Board 5

The Safeguarding Adults Board's Annual report was considered, its eight sub-groups have each produced an action plan for 2012. Scrutiny dealt with various items relating to CQC, its ratings role and the assessment of the star system were discussed. Councillors scrutinised the choice of new home meals

provider. There was discussion of NHS dentistry including gaps in provision in the South of the city including Cheylesmore and the actions of one GP practice in not promoting NHS dentistry.

Health and Wellbeing Board

This group have not met since the last LINK Steering Group but Ruth and David attended a consultation session on how it is going and a development session will be held on 1 December.

Commissioning Groups

George has sent in a report. The Commissioning groups from Coventry and Warwickshire have joined together to form an Arden Commissioning Federation. Inspires will be taking the lead in contracting for UHCW. Godiva will lead on contracting for Community Services and Rugby will lead the contracting for Mental Health. Work was being undertaken to look at the numbers of follow up appointment following referral to UHCW. It may be possible to reduce these or to hold follow up appointments at GP surgeries.

Esther noted that guidance is due on the make-up of Commissioning Group bounds including opportunities for lay representation.

7) Any other business

Summary of LINK's Annual Reports 2010/11 – hard copies are available and also available on the internet at <http://www.coventrylink.org.uk/coventry-link-annual-reports>

Ruth asked for a volunteer to read the response to “Greater Choice and Control” Consultation.

There is an open day for the new City Centre Health Facility on 10th December

Actions
<ul style="list-style-type: none">• David to read “Greater Choice and Control” consultation document.• Send David a copy of LINKs annual reports report

8) Date and time of next meeting:

Tuesday 17th January 2012 10am-12.30 Coventry Foyer

Dates of future meetings:

21 February 10am – 12:30 Location Methodist Central Hall
27 March 10am – 12:30 Location Methodist Central Hall.