

Coventry LINK Steering Group Meeting
9.30 am on 18th August 2010
Held At: Coventry Foyer

DRAFT Minutes

Attendees: Tom Stone (Chair), David Spurgeon, Gaile Allen, Ruth Light, Moira Pendlebury, Abdi Ibrahim, Barinder Johal, *Jenny Walls and Louise Stratton* (LINK Project Officers).

1) Apologies: Andrew Christie, Alexander Turner, Sheila Marston, George Keay, **From Voluntary Action Coventry:** Rob Allison

2) Minutes of the last meeting and matters arising

The minutes were agreed as an accurate record and Ruth ran through the list of actions and provided an update. Ruth was waiting for further information from Peter Hodder regarding LINK representation on the Godiva Commissioning Board.

Ruth also informed the meeting that herself, Tom and Dave met with Warren Manger the previous day to discuss LINK's report on hospital discharge and that Dave spoke to BBC Coventry and Warwickshire about this too. Ruth is also due to talk about the report on the radio the following day.

The report is being published on 19th August.

3) Project Manager's update

Ruth informed the group that she has successfully recruited someone for the post of LINK Project Officer and the appointed candidate will begin in September. She also mentioned she has held interviews for the Apprentice post but had not been successful with appointing anyone to the role. Further short listing and interviews are due to take place as Sadia will be leaving her role on 17th September.

Ruth talked through a paper outlining recent work and meetings she had attended with:

Paul Martin, Julia Flay and Christine Watts from UHCW

Julia Flay has taken on the role of link person for LINK and of chasing up/following up on LINK information requests and reports and recommendations. LINK's Discharge Report has been put on the agenda of the next UHCW's Executive Group meeting on 27th August at 8.30am.

Meeting with Andrew Hardy and Richard Kennedy from UHCW

Tom and Ruth met with the new Chief Executive (in post two months) and the Chief Medical Director. This was the first of what will be quarterly meetings.

Ruth and Tom raised LINK's concerns about outpatient appointment booking systems and Richard and Andy said they would get back to LINK about a way forward.

Meeting with Cllr Noonan and Peter Barnett

David and Ruth met with the new Chair of Health and Social Care Scrutiny Board and the support officer as part of the councillor's induction.

4) Update on LINK work plan and working groups and responses to reports/recommendations

4.1 General update and information

LINK's report on Out of Hours Mental Health Services was published on July 29th. The working group met on 2nd August to look at literature produced by the Partnership Trust. The group fed back on things which would make the document easier to understand and follow. Mark McKeown from the Partnership Trust has made contact to meet with the group to discuss the new Single Point of Entry for mental health services.

The Hospital Services Working Group met with the Patients Council at UHCW to discuss outpatient appointment letters. It was felt by all that a full mapping of the routes of all correspondence needed to happen.

LINK's Hospital Discharge report is due to published on 19 August.

Draft information on choose and book should in response to LINK recommendations has still not been received. This has been chased with Esther Peapell.

Three members of the Steering Group and a Project Officer met to revisit and revise the proposed recommendation in LINK's report on Personalisation. This is now being drafted for final agreement. A response to an information request was received within the specified timeframe.

Louise and Moira have met with Michelle Chilvers, Programme Manager for Personalisation in Coventry. Discussions were held around developing the relationship between LINK and Community Services.

4.2 Draft report of Young People's survey

The draft report of the survey findings was presented to the meeting.

Ruth thought there may be scope for LINK to do some work around child adolescent mental health services and this could be looked at in more detail at the work planning session later in the day.

Dave said the PPI Forum in Coventry did a survey aimed at 16-18 year olds and produced a detailed report. He was concerned that no reference to the report had been made in LINK's report. It was agreed a reference should be added.

Discussions centred on who to send the report to and it was agreed it should go to the Children and Young People's Partnership as well as Dr Caron Grainger from NHS Coventry.

The report was agreed. However, as the meeting was not quorate this decision requires ratification by other Steering Group members.

4.3 Draft report of GP practice visits identifying good practice

Ruth explained the draft report was a write up of interviews with practice managers at GP surgeries and was seeking approval for it from the group before submission.

Gaile queried a statement on page 7 'a gelling of pressure'. Ruth said she would review and amend this before submitting it.

Discussion then took place on where the report should be sent. David said it should go to every GP practice in Coventry. Ruth would like it to go to the Godiva Commissioning Board via George. Moira asked whether the report was going the practice managers or the GPs. Ruth said she would like it to go to both as well as NHS Coventry and possibly to the patient panels.

Jenny said it may also be an idea to produce a 'good practice examples' booklet to go with the report. Gaile said the booklet should focus on 'good practice' and not name the GP practices. Ruth explained practices had seen what was written about them and approved it.

The report was agreed.

ACTIONS

- Jenny to ask Robert Dowey for a copy of the report produced by the patient's forum regarding young people
- Ruth to ask absent Steering Group members for their feedback on the LINK young people's report before submitting it
- Ruth to amend statement on page 7 of the Draft GP practice visits report before submitting it
- Ruth to ask George to submit the report on LINK's behalf to the Godiva Commissioning Board
- Jenny to produce a Good Practice leaflet to accompany the GP report.

5) Quarterly report on Host Contract

Ruth drew the group's attention to section 6 of the report: the KPIs (Key Performance Indicators) and asked the group if there was anything else that should be included. Ruth said that a date had not yet been arranged for a contractors meeting hadn't taken place and is currently awaiting a date for this. This was awaited from the City Council.

The group agreed the draft KPIs for discussion with the Local Authority.

6) Feedback from meetings and events

a) Scrutiny Board 4 (now Scrutiny Board 5)

Dave said the issues discussed at the last meeting were:

- Lessons learnt from the serious case review
- Safeguarding – Annual Report of the Safeguarding Adults Board
- Peer assessment – Safeguarding
- Director of Public Health’s Annual Report. Comparisons were made with the rest of the West Midlands looking at:
 - Infections/diseases
 - HIV
 - Swine flu
 - Hepatitis and TB
 - Breast screening
 - Smoking cessation. A 2% drop was highlighted
 - Alcohol
 - Mental well being

b) Godiva Commissioning Board

George was not present and therefore nothing to feedback

c) Feedback from other meetings and events

This was covered in the Project Manager’s update

d) Invites to events

- Life after stroke, 3rd September, 10.30am – 2.30pm at the Coventry Transport Museum. Organised by Coventry and Warwickshire Cardiovascular Network.
- Men’s Health: the case for action, 1st October, 10am – 4pm at Warwick University. Ruth to attend.
- Annual Coventry West Midlands Police Authority - the group didn’t feel there was a need to attend this.
- NHS White Paper Consultation event, 23rd September, 9.30am – 1pm. Organised by Coventry LINK and VAC’s Health and Social Care forum.

ACTIONS
<ul style="list-style-type: none">• Ruth to get more information about the Life After Stroke event and inform Dave and Tome• Ruth to attend the Men’s Health event and feedback to the group

7) Health White Paper

Ruth briefed the group on the consultation documents and said it would be a good idea to have a smaller meeting of LINK volunteers to look at the proposals for the future of LINK in detail. Possible dates for the smaller group to meet were 20th and 21st September. Moira, Dave and Gaile expressed their interest. Ruth said she would give them an additional document from the Department of Health to read prior to the meeting for discussion.

ACTIONS
<ul style="list-style-type: none">Ruth to confirm date and time for the smaller group to meet and discuss the Health White Paper and inform Moira, Dave and Gaile and to also give them any additional documents prior to the meeting

8) Any Other Business

Nothing to feedback

The meeting drew to an end and it was mentioned the next scheduled meeting on 6th October may need to be rearranged due to lack of attendees.

ACTIONS
<ul style="list-style-type: none">Barinder to find alternative date and time for the next Steering Group meeting and inform members

Amended Date and time of next meeting:

Please note the next meeting has been moved to:

4 October 2010 at 10am – 12.30pm, Training Rooms 1 and 2 – Coventry Foyer