



**ERYLINK Lead Group meeting
Monday, 30th November 2009
10:00 – 12:30**

Emmaus Conference Room, Beverley Minster Parish Rooms

Present:

Lesley Saunders	Headway Hull + East Riding
Pat Perkins	OPCMG
Jim Whitfield	Beverley Community Lift
Sylvia Whitton	Individual
Ruth Marsden	Individual
Jean Turner	Individual
Eddie Brooks	Individual
Jean Wormwell	PAGER
Sharon Clay	ERVAS
Angela Novak	Individual
Joan Fletcher	Individual
Jim Whitfield	Beverley Community Lift

Apologies:

Ray Evans	Individual
Mark Rounding	Age Concern
Ron Hart	Individual
Carol Hills	Mencap

Host Staff in attendance:

Ortrud Nield	HWRCC: ERYLINK Ass. Co-ordinator
Cea Vulliamy	HWRCC: ERYLINK Ass. Co-ordinator
Susan Oliver	HWRCC: Delivery and Development Manager

OPEN MEETING:

Chair welcomed the LINK members who had come to attend the public part of the Lead Group meeting.

Members Present:

Geoff Pearson	
Diana Sandy	
Win Hough	
Joyce Walton	
Stuart Carr	
John Chadwick	
David Gamble	Parkinsons Disease Society
Jan Davis	
Judy Dickinson	

In attendance:

Roland Stokes	OPCMG Administrator
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Item 1: Apologies:

Ingrid Feuchte
Mavis Austin
Edna Harkett

Item 2: Minutes of the last meeting:

The list of amendments received were agreed.

ITEM 3: Matters arising:

Budget Issues

Susan reported back that the website costs – maintenance and update costs – come out of the LINK budget, not the Host budget, but the costs are minimal. She also reported that the LINK budget is not ring fenced, so last year's under spend (approx £30k) has been absorbed into the local authority budget.

LG members wished to clarify this with Brad Webster (East Riding of Yorkshire Council) as his presentation at the Lead Group Induction had assured Members that the underspend would be carried forward.

ACTION: Chair to speak to Brad re last year's budget and report back to the Lead Group.

Action/Sub-Group Meetings

Susan brought hard copies of notes from Action Group meetings for Lead Group members.

Meeting Clashes

Scheduling of future meeting dates to avoid clashes was agreed as a priority meaningful consultation with other stakeholders.

Day Services Questionnaire

Susan reported that she has spoken to members of the East Riding of Yorkshire Council team and suggested that the design and analysis and use of the results needed more thought. Chair said that there will be a further report back to the Lead Group before any decision is made.

The meeting agreed to transfer to the main agenda and move from there.

ITEM 4: Budget:

The budget report was submitted in the agreed form. Currently, there is an overspend.

Publicity

The meeting agreed to move £3k from Contingency to Publicity and Specialist Printing.

Action: money to be transferred between headings, as agreed.

Consultancy

It was noted that money had been spent on 'consultancy/Steve Sawyers. An explanation was requested of this.

Action: Host to provide information.

Staffing

Lead Group Members identified that given the underspend and awareness that the Host said it is under pressure, it would be possible to buy in some extra help to undertake marketing, culminating in a big event at the end of March. There was much support for this proposal. It was agreed for a business case to be prepared by the Host and presented to the Chair. The Lead Group delegated power to the Chair to consider Authorisation of the allocation of ERYLINK money for an additional staff member

Action: Ruth to meet with Host staff.

Member's Expenses

The Host pointed out that expenses claims would be paid more quickly if people were willing to sign up to the BACS system.

Action: Host to provide BACS forms to members

ITEM 5: Duplication and Overlap

A series of misunderstandings and crossed wires had occurred. Better understanding of the respective roles of Host and LG should avoid this happening again.

The public felt the need to know more about what is going on within the ERYLINK.

Chair noted that ERYLINK has been late to evolve.

Action: All Action/Sub-groups to have available work plans and terms of reference for the next Lead Group meeting.

ERYLINK Insurance

Any person over the age of 70 appears to not be covered for personal accident whilst on ERYLINK activity. Further the policy indicates that anyone acting without the authority of the club or association – i.e. without terms of reference and minutes to clearly back any action taken, and/or acting outside of the ERYLINK Governance Framework – could also risk not being covered by the insurance policy.

ACTION: Host to clarify position with the insurance company.

ITEM 6: Feedback from sub-groups:

It was agreed that this would be accepted from the paper copies brought to the meeting.

Mental Health Sub-Group

The Mental Health Sub-group had been approached for representation on the Mental Health Board. The Governance requires that the Lead Group endorses any such representation. The Lead Group agreed to endorse the Mental Health Sub-group to appoint its own representative to the board.

Action: Mental Health Group to appoint a representative and feed back to the Lead Group.

Chair reminded the meeting that the Governance requires that sub-groups must appoint a Chair and that they must be a member of the Lead Group.

ACTION: Host to add the need to appoint a Chair to sub-group agendas.

ITEM 7: Proposed Carer's Sub-Group:

Setting up a Carer's Sub Group was explored.

ITEM 8: Beverley Hospital Update

The PCT have asked ERYLINK members and those involved in the 'non-LINK' meeting to meet with them in the next couple of weeks as they want the ERYLINK braided into the consultation process.

Agreed to meet with NHSRY regarding the Community Hospital in Beverley. The initial meeting would be open to all ERYLINK members who were interested and able to attend, plus any non-members who were involved in the previous 'non-LINK' meeting.

ACTION: Host to circulate dates as a matter of urgency

NHSRY have also responded to ERYLINK Lead Group request for regular meetings as a way of building and maintaining the relationship between the two organisations.

Action: Host to liaise with NHSRY regarding dates for ongoing meetings.

ITEM 9: Meetings with Key Stakeholders:

1. No response had yet been received from the Overview and Scrutiny Committees.

Action: Susan to contact Kate Bowden

2. Acute Hospitals sub-group has invited Margaret Parrot, the Patient and Public Experience Lead from the Hull and East Riding Hospitals Trust to speak to them.

3. Susan will be meeting with David Knapp of Humber Mental Health Trust regarding PALS and complaints later this week.

ITEM 10: Host Report:

Chair suggested the meeting accept the report as it stood, unless there were specific concerns. This was agreed.

ITEM 11: Representation on Trust Boards etc:

Chair described a mapping exercise that is underway to establish a global picture of how LINKs and PCTs UK-wide are interacting. She will share this information with the Lead Group.

Susan drew attention to the summary included in the meeting papers of who is representing the ERYLINK and where. She requested that members inform the Host whether any updating was required.

Action: All Members to inform Host of any necessary updates to representation.

ITEM 12: PEAT Teams/Pharmaceutical needs assessment:

Susan informed the meeting that ERYLINK had been asked to become involved in these two areas of work. Please contact Susan if you would like to find out more. Participation can be from any ERYLINK member.

ITEM 13: Overview and Scrutiny Committees:

As reported previously, there is little progress here.

ITEM 14: PALS and Complaints:

This information is now starting to come through.

It was noted that it is important to make distinctions between what relates to Hull and what to East Riding. It was also noted that information is needed for Scarborough Hospital as many residents of East Riding have to use Scarborough Hospital.

Action: Host to obtain PALS and Complaints information from Scarborough Hospital.

ITEM 15: Response to consultation on quality accounts:

Chair had produced a draft. Host to circulate this around the Lead Group once again for comments asap.

ACTION: Host to circulate. Lead Group Members to respond asap please.

ITEM 16: RNIB Report:

Chair noted that there were significant commissioning issues here and suggested it be an agenda item for the next meeting to decide how to proceed.

Action: Item for next Lead Group Agenda.

ITEM 17: National Promotion of LINKs:

The Government is realising the need for a national marketing campaign and is working on this currently. Chair has details if anyone would like to find out more.

Following Chair's contact with the marketing firm, the Host has been contacted regarding the Bus Tour as an example of good practice, which is excellent promotion of ERYLINK.

ITEM 18: Correspondence:

1. Sharon Clay will be leaving ERVAS, her place on the Lead Group will become vacant. Sharon was thanked for her input to ERYLINK.
2. Eddie will need to resign from the Lead Group as he has been elected as a governor of a Foundation Trust and there is a conflict of interest.
3. The Big Care Debate – 17 responses received at the office, as well as members completing and returning their responses direct. Susan thanked all those who had returned these forms.
4. Hull LINK is undertaking a survey on cancer care which will cover people in the East Riding. They will share relevant information.
5. Hull LINK AGM will be held on Wednesday December 9th.
6. Information received from the Royal Pharmaceutical Society on patient engagement – please contact Susan directly for more information.

ITEM 19: Dates for 2010:

The Host has circulated provisional dates for 2010 – please could all Lead Group members get back to Susan within the next week to confirm that these dates look acceptable.

Meetings have always commenced at 10:00am, evening meetings in the summer months would promote accessibility for those who are working etc. Chair suggested asking via the newsletter whether members would prefer evening meetings. Susan suggested that the Forums be held at teatime. There was agreement about this, but a strong feeling that Lead Group meetings should be held during the day, as they have been thus far.

ITEM 20: BACS:

If you wish to have expenses paid via the BACS system, please contact the office.

Lead Group contact details

There was a discussion about the publicising of contact details. Chair stated that it was expected that, having stood for election, Lead Group Members agree to have some contact details in the public domain.

Susan noted that the Host needs to know exactly what information Lead Group members are willing to disclose.

It would be helpful for Lead Group members to have each other's contact details.

ACTION: All Lead Group members to contact the Host before Christmas to notify which details they are happy to be made public.

ACTION: Host to include Host contact details on the agendas for meetings.

ITEM 21: Any Other Business:

Members asked whether, in future, when meetings are so long, a sandwich could be made available.

Host had received only a small number of confirmations of attendance at this meeting, which makes providing catering very difficult. It is requested that all Lead Group members and ordinary members who intend to attend a meeting inform the Host with as much notice as possible in order that arrangements can be made for any catering needs.

Action: All members to inform the Host ahead of any meetings if they plan to attend.

Susan drew people's attention to the forthcoming events and asked if anyone interested could sign up.

Date and Time of next meeting: 20th January 2010, The Courtyard, Goole, 10-12:30