



EAST RIDING OF YORKSHIRE
Local Involvement Network
Your Voice on Health & Social Care



Humber & Wolds
Rural Community Council

The ERYLINK is hosted by HWRCC

**ERYLINK Lead Group Meeting
Thursday March 4th 2010
Holme on Spalding Moor Village Hall**

Closed Meeting:

Present:

Ray Evans	Individual Member
Joan Fletcher	Individual Lead Group Member
Ruth Marsden	Chair
Angela Novak	Individual Lead Group Member
Pat Perkins	Lead Group Member - OPCMG
Jean Turner	Individual Lead Group Member
Jim Whitfield	Lead Group Member – Beverley Comm. Lift
Sylvia Whitton	Individual Lead Group Member
Jean Wormwell	Lead Group Member – PAGER
Susan Oliver	Delivery and Development Manager
Cea Vulliamy	Assistant LINK Co-ordinator

Apologies: Ron Hart Individual Lead Group Member
Carol Hills Lead Group Member - MENCAP
Lesley Saunders Lead Group Member – Headway
Clifford Woollass Lead Group Member – Goole and District
Coalition of Disabled People

In attendance: Brad Webster, ERYC – Local Engagement
Manager

Host team present: Cea Vulliamy, Assistant LINK Co-ordinator
Susan Oliver, Delivery and Development Manager

Open Meeting:

Present:

Stuart Carr, Colin Goodman, Geoff Pearson, Graham Perry.

Apologies:

Mavis Austin, Edna Harknett, Win Hough, Judith Maw, Lianne
Therkelson.

Chair welcomed members to the Open Meeting, but noted that ordinary
Members should not comment until Item 17.

1: Apologies:

1.1 Noted above.

2: Conflicts of Interest:

2.1 None reported.

3: Ratification of minutes – 30th November 2009:

3.1 Deferred.

4: Minutes of previous meeting – 20th January 2010:

4.1 Deferred.

5: Matters Arising:

5.1 Deferred.

6: Sub-Group feedback:

6.1 The last meeting agreed to submit written reports only. It was established that each sub-group is fully ready to proceed, with Chair, work plan and priorities. The PCT has asked for details of the sub-groups and as proformas are now all published on the website they can be distributed to the PCT.

Action: Host to forward sub-group details to PCT.

Ray raised concern if sub-group Chairs were now required to prepare a further paper report for submission to Lead Group meetings. There is no expectation to produce more reports.

Sub-group Descriptions and work plans are formally accepted and ratified by the Lead Group.

Action: Host to update website to demonstrate that Lead Group has ratified Sub Group descriptions.

6.2 Pat updated Members on the work of the Marketing and Membership Sub-Group on the Forum plans – the agenda for the day is looking good, posters and leaflets are done, speakers confirmed. Ruth queried whether speakers have a written brief, this was confirmed. Ruth asked whether publicity about the Lead Group as well as the Sub-Groups should be made available, this was also confirmed.

Action: Ruth to prepare info on Lead Group for Forum.
Pat reminded Sub-Group Chairs that posters are needed ASAP in order to get them ready for the Forum.

7: Quarterly Meeting with NHS ERY:

- 7.1 Notes and actions have been circulated.
Susan is pursuing ERY NHS and ERYC to provide an overview of services in the community for the Lead Group and Care in the Community Sub Group. Details to be circulated ASAP.
Susan reported that Deon Falcon (ERYNHS) is still chasing Alex Whittaker's responses regarding Commissioning processes

Action: Host to circulate dates for meetings once available.

Action: Host to pursue response from Alex Whittaker.

8: East Riding Community Hospital:

- 8.1 Chair informed the meeting that, as an individual there had been no response from the MP's that she had contacted which was disappointing.

Unfortunately the letter to ERY NHS requested at the previous Lead Group meeting had only recently been sent.

A long discussion took place regarding the continued concerns over the Community Hospital and the appropriate way to proceed.

It was agreed that a small, short term sub group be formed to take this forward.

Action: Host to send a second letter to ERY NHS requesting a response by 12th March 2010.

Action: Chair to email local MPs on behalf of ERYLINK Lead Group.

Action: Ruth will write to Strategic Health Authority on behalf of ERYLINK Lead Group.

Action: Short-term sub-group to be established to look specifically at this issue – Host to recruit members.

9: Scarborough Hospital Review:

- 9.1 Jean T and Jean W attended the above meeting and have produced a report.

Action: Host to circulate report (Exclude Graham Perry - declared interest).

10: Quality Accounts:

- 10.1 Paper circulated. There is a need to alert Overview and Scrutiny Committees to work more closely with us. Chair has drafted a letter.

Action: Chair to circulate the draft letter by email.

Susan confirmed that OSC had an expectation that ERYLINK would be able to comment on any appropriate agenda item. Chair confirmed that Jean W is the nominated representative.

Susan noted that the Host receives the paperwork and the agenda items will be circulated when received.

Action: Host to circulate OSC paperwork.

11: Locality Group Managers Meeting:

11.1 Ray informed the meeting that there has been a suggestion that the new locality group manager, Sarah Powell, would like to meet to discuss locality groups. As an alternative the Care in the Community sub-group has requested to meet locality managers as a one-off to bring everyone up to speed. They will therefore attend the Care in the Community Sub Group.

12: Regional Patient Safety Committee:

12.1 There has been a request for a representative on this Committee (meetings held in Sheffield). Geoff queries whether it is a good use of LG time to send a representative.

Action: Geoff to discuss with Ron to decide whether it would be useful to have a representative on this committee.

13: Report from Chair:

13.1 Report circulated.

13.2 Chair requests approval for attendance at a number of out of area meetings:

- Centre for Public Scrutiny
- Department of Health re funding regimes
- National Steering Group meetings
- Series of question times with party leaders in Leeds – Ruth has tabled a question regarding continued funding for LINKs.

Lead Group granted approval for attendance.

14: Host report:

14.1 Report circulated. Date error noted.

14.2 Susan reported from the Transforming Adult Services meeting that they are looking to engage user-led organisations (ULO). Susan has suggested that the LINK should be a key organisation within that and this will be confirmed as soon as the criteria have been completed.

The Transformation programme appears to be progressing well with local involvement. There was discussion regarding some concerns over the personalisation agenda.

- 14.3 Susan notified the meeting that the 11th March is the Yorkshire Ambulance Service conference – a joint effort between the Transport Sub Group and North Yorkshire LINK.
- 14.4 Chair queried the meeting with Tina Bettison CQC as she was only in position short term.
- 14.5 Chair queried why the NHS Constitution consultation document had been circulated. Susan explained that the Host was asked to circulate it by the PCT. Chair requested that the Host should not undertake such action – only circulate documents if the ERYLINK requests it.

15: Budget report and projected expenditure:

- 15.1 Report on projected expenditure had been circulated with meeting papers. *NB the report should read as budget expenditure for the year 2009-10.*
- 15.2 It was noted that projected expenditure for Forums was for venue costs *only*.
- 15.3 Chair queried whether membership packs etc were ordered in relation to 'quick spends', confirmed that they are.

16: Temporary Administrative Assistant Post:

- 16.1 This temporary post during Cea's maternity Leave has been filled by Julia Bugg. Susan requested that the Lead Group agree to fund an overlap between Julia starting work and Cea beginning her maternity leave. This was agreed therefore Julia will be start work on Monday 8th March, this would entail a cost of approximately £500.
- 16.2 Initially, Julia will focus on supporting the work involved in the Forum.

17: Members Issues and Comments:

- 17.1 Jean T notified the meeting that she has been appointed to the Ambulance Procurement Services Committee, but has been asked to sign a confidentiality form, so she will not be able to submit reports.

18: Any Other Business:

- 18.1 Chair noted that it was important now to agree priorities and that she sees 5 key priorities:
- Forum
 - ERYLINK Annual Report
 - AGM (to be held in April)

- Quality Accounts (June deadline)
- Budget for the new financial year.

18.2 Chair requested that 'Actions' from the Lead Group meeting be circulated.

Action: Host to circulate actions ASAP following meetings.

18.3 Geoff reported an email he has received from the Haltemprice Locality Manager notifying him of a meeting on 23rd March in Cottingham requesting patient involvement. RSVP by 16th March.

18.4 Sylvia raised a concern about the election of a Chair to the Acute Hospitals Sub-Group.

She had been dissatisfied with the response given by the Host and felt that there needed to be clarification.

Sylvia wished it to be noted that her concern was over the process not the new Chair.

Pat suggested that prior to the AGM the Governance should be reviewed to increase clarity on these issues.

18.5 Susan noted that the Quality Strategic Framework had been circulated to Lead Group Members for comment.

18.6 Brad noted that the Annual Report needed to be submitted in June and asked what the ERYLINK's proposals were for consultation on that report. Chair responded that there is no legal requirement to do so.

Meeting Closed.

Date of Next Meeting: Thursday 15th April 2010