



## **Cumbria LINK Governing Body meeting 10<sup>th</sup> December 2008**

**The Bradbury Centre, Millom, Cumbria**

### **Present:**

Allan Alexander  
Liz Clegg  
Neil Hughes  
David Day  
Juan Shimmin  
Jane Macfarlane – LINK Support Manager  
Gill Jones – LINK Support Officer

### **1. Apologies**

Janet Pitman, Becky Pearson

### **2. Minutes of last meeting:**

It was proposed that the group look at the minutes of the last two meetings including the one with Peter Clarke on the 19<sup>th</sup> November

### **3. Matters arising: Meeting on 29<sup>th</sup> October**

#### **Chair**

Neil asked if it could be clarified with Janet as to whether she wished to take a turn at being Chair or not. She had indicated to Neil that she did not wish to be Chair.

#### **Budget**

It was agreed that the budget would be a standing item on the agenda

### **4. Conflicts of interest**

David wished to point out that he worked for the owners of the building where the meeting was being held. Discussion then took place on what process the group would use if there was a conflict of interest. It was decided that everyone would be different and will be discussed as they arise

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## 5. Meeting Dates for 2009

After discussion it was decided to hold future meetings on the second Tuesday in the month and to vary the venues.

The times are to be 10am till 2.30pm with lunch provided.

January 13<sup>th</sup> at Penrith

February 10<sup>th</sup> at Workington

March 10<sup>th</sup> Carlisle

April 14<sup>th</sup> TBC

May 12<sup>th</sup> TBC

June 9<sup>th</sup> TBC

July 14<sup>th</sup> TBC

August 11<sup>th</sup> TBC

September 8<sup>th</sup> TBC

October 13<sup>th</sup> TBC

November 10<sup>th</sup> TBC

December 8<sup>th</sup> TBC

## 6. Decision Making Policy

Discussion took place on the Decision Making Policy and the following amendments were agreed.

Page 1, 3<sup>rd</sup> bullet point in the 2<sup>nd</sup> set of bullet points – Quorum of one half of the Governing Body needing to attend meetings for decisions to be made.

Page 2, 1<sup>st</sup> paragraph – delete '**public official**' and replace with '**LINK Governing Body Member**'. Also add '**or could be**' after '**are**' on the same line

Page 2 & 3 delete **Non-unanimous or modified consensus** paragraph, also **Unanimity minus one** paragraph and **Unanimity minus two** paragraph and lastly **Rough Consensus** paragraph.

Page 3 last paragraph on **Block** – this paragraph is to be reworded and made simpler. The Prioritisation Aid

1<sup>st</sup> box – delete '**the population**' and replace with '**specific communities**'

It was felt that the second box related to the question Jane had put on the flipchart about the National Vision statement. Discussion took place around this vision statement and it was agreed that it would help to have an aim and our own vision statement that clearly spells out what we are. It was agreed to have the statement 'Improving the quality of Health and Social Care for the people of Cumbria'. It was decided to put this statement at the top of the page.

Box 3 – delete '**is it**' and replace with '**is LINK action**'

Box 4 – Opportunity for joint working or for asking people/organisations already doing work to report back to us.

Box 6 – delete

Box 7 – add '**within the LINK**' after '**adequate resources**'

Box 8 – add '**for external time limits and external review**'

On the three red lines leading to Leave Out add three NO's on each line

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Liz raised confidentiality issue when it comes to publishing reports. Jane answered that the training for the visiting teams would cover this issue and it was thought that indemnity would be covered by the CVS insurance.

**Action:** Jane to clarify about the insurance with CVS  
**Feedback:** waiting for insurance company to comment

## 7. National Centre for Involvement – update on Expert Advisor

**Action:** Jane to ask her to attend the next meeting on the 13th January at 11am

## 8. Reports

It was asked if reports and papers for meetings could be sent out earlier, to be received at least a week before the meeting.

a) Community Involvement Committee – agenda item 2 (iii) service provision to users following discharge – it was felt that this wasn't explained well enough and there wasn't enough information for people to understand the issue around care plans.

**Action:** Jane to ask Evelyn Bitcon for more explanation

It was felt that Community Psychiatric nurse provision is something that needs to be looked at in the future.

There was an issue over the general attitude of the committee and the fact that the group was disbanded without any real concern.

Jane informed everyone that she was to attend the next Charter Monitoring group of the Partnership Trust and would they like her to raise these points. She also pointed out that she is waiting for clarification but there will be a vacancy for a LINK Governor position on the Foundation Trust – Juan volunteered to take that position and it was agreed

**Action:** Jane to clarify the offer of a LINK member to be a Governor on the Partnership Trust

(b) Cumbria Mental Health Group – there was an e-mail report from Sarah Roberts who attends these meetings on behalf of the LINK. It was asked who the group were and how they are funded. Jane replied that they were an independent group of service users and carers and are funded by NHS Cumbria.

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**Action: Jim Bradley from the group to be invited to attend one of the Governing Body meetings to give an update.**

(c) Host Report – It was asked what ‘Together we can’ in Eden and Carlisle meant. It was a Cumbria County Council version of Hazel Blairs safer communities initiative. It involved the constabulary the fire service and Housing Associations calling on people at home and offering advice on safety, offering to put locks on garden sheds, fit smoke alarms and report any repairs to the Housing Associations. Also in central locations to the area they were covering, they provided a district nurse to do blood pressure and blood sugar checks and somebody offering stop smoking advice. We also had a presence at both events..

David reported that Age Concern were doing a mapping exercise and they had a large community database which they wished to connect with the CVS.

Neil asked how many LINK members there are. The reply is that we have 178 on our database but have just sent out to another 90 individuals and organisations asking if they would like to join and we are waiting for the replies.

It was asked what Locality Forums were – they originally would have been the trustees of the local CVS’s such as Carlisle, Eden/Penrith, South Lakes/Kendal, Barrow and West/Maryport, and were formed to keep people involved and to keep looking at local issues. It was asked if there is any relationship to LSP’s – In Carlisle and Eden there is. In Carlisle we are helping the Carlisle Healthy Network which was formed by the LSP to give small grants to local community groups and form a network of community groups for information sharing. Liz asked if it also covered the Brampton area, yes it does and Longtown

### **NHS Involve**

David tabled a report from the NHS-Involve National Conference which he attends every two years. He verbally went through the report and discussion took place over engagement and commissioners response.

### **Copeland Locality**

David also tabled a report from the Copeland Localities Board where the NHS Cumbria partially unveiled a West Cumbria Health Improvement Plan.

**Action: to invite Christine Clark from NHS Cumbria or Jane Muller from Public Health to a meeting to explain. David has an electronic copy which he will forward to Jane for her to distribute to the group**

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### **NHS Cumbria Board Meeting**

Liz tabled a report from the NHS Cumbria (PCT) Board Meeting held in November. She read through the report.

It was asked if the Audit Report was available.

Noted that there was no significant discussion about the new West Cumberland Hospital. The group asked if they could have somebody, as well as Les Hanley, to come and update them.

Discussion then took place around the funding for the new hospital. The group felt that it was must be establish where the money was coming from.

### **Patient Voice Group**

Liz gave a verbal report from the Patient Voice Group

Age Concern are running a county wide campaign called 'Eat and Heat'.

She asked if we could put forward a member to go on a task group looking at fuel poverty.

Neil volunteered and it was agreed.

There is also to be a task group looking at consultation before they put it out for consultation in the South of the County.

**Action: to ask Janet Pitman if she would like to do it and if not ask Sarah Roberts**

There was also concern over some GP practises in Carlisle moving to Hilltop Heights, it was felt this should be kept an eye on.

## **9. Meeting Requests**

Les Hanley – ask him to attend for a 30min slot at the March meeting

Lorraine Howarth from NHS Direct – invite to the May meeting

Central Lancashire Local Pharmaceutical – direct them to the Lancashire LINK

Health Care Commission – invite to the February meeting

John Critchley NHS finance – invite to the June meeting

Christine Clark/Jane Muller – invite to the April meeting

Decided to also run a separate meeting with the PCT WISH Group Adult Social Care and others at the end of January looking at joint and individual working.

**Action: Jane to invite Peter Clarke, Alan Buckley, Eleanor Hodgson, Peter Woodhouse, Rachel Fleming Zoe Cowgill and others**

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*Feedback: meeting date set for 26<sup>th</sup> January Judith Deft confirmed a.m WISH Group am*

## **10. Budget Report**

Jane went through the report.

Salaries, overheads etc, are out of the control of the Governing Body

The website development is very high, it is estimated that it will cost approx half of the amount set aside so £4,000 could be moved to something else.

The Project fund is for the Governing Body to say how they wish it to be used.

Jane explained that some training sessions were already planned and that the budget was set by the CVS at the Tender stage.

A question was raised as to how much could be carried over in to next year's budget

**Action: Jane to find out if monies could be carried over to next year's budget**

*Feedback: under spend this year can be carried over to next year's budget. GB request for monthly budget reports is causing considerable additional pressures on the finance team, could the GB re consider this request?*

## **11. Work plan**

Discussion took place on how the LINK could work with the Acute Trust and the Patient Panels.

It was decided to request updates of workplan's for the Patient Panels, Mental Health Group, Patient Voice Group and to contact Morecambe Bay as well to see what they are planning.

Anne Glazebrook attends Acute Board meetings on behalf of the LINK and sends regular reports to the Governing Body through the support officers.

### **'In Control'**

Discussion took place over the 'In Control' proposal. It was felt that this needed to be taken seriously as nothing seems to be happening with it, it seems to be part of the same agenda as 'In Control'. It was thought that information and communication would be a big problem. People with learning difficulties don't have the skills to know how to spend their budgets. There seems to be a different level of support and budgets for people with learning difficulties and people with other disabilities. The group felt that this needs looking at now and asked the question would there be anything effective from it?

**Action: Jane to get copies of the In Control Report to distribute**

The group need information from people involved in this, to ask if we could look at 'Staying In Control' on it's own.

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The decision was taken to have a meeting with the leads and interested parties to see who would be interested in working together. Could the event be part funded with others? An item the group would want on the agenda is 'Who will do the work and how?'

**Action:** Jane to find out some dates from interested parties in February

**Feedback:** Skills for Care are keen to work with the LINK and Action for Health, a meeting has been set up to discuss funding contributions to an event aimed to draw out main themes and issues. Initial discussions with Adult Social Care lead have confirmed their interest in the event.

### **PCT Consultation**

Do the PCT want to commission us to do this piece of work? Suggested we ask Peter to be more precise in what he is expecting geographically and socially. What research would they want us to do and would they pay for it? Juan was under the impression that Judith Deft was doing this work and Peter wanted her to be able to work through the LINK and use our connections

David has a template for costing this sort of work which he could provide.

**Action:** Jane to clarify with Peter

**Feedback:** discussed with Judith Deft who would like to discuss with the GB and develop a brief together, this to be the main topic at the meeting on 26<sup>th</sup>.

### **12. Any other business:**

Neil asked if there were issues in specific areas could each member of the Governing Body be responsible for their own area in dealing with that issue. The group agreed.

There is confusion over e-mails and people copying everybody in when 3 or 4 other e-mails can be attached. People then get confused as to which e-mail they are replying to or don't understand what's happening if e-mails don't relate to each other. It was asked that people only respond to the person sending the e-mail and not reply to all. Agreed

Alan is interested in Dentistry in West Cumbria but hasn't been able to get a proper response from either the PCT or the Health Care Commission. It was requested that Jane write a letter on behalf of the Governing Body to get an update and also ask the Patient Voice Group what they are doing to address the problems in Copeland and S. Allerdale.

**Action;** Jane to write letter and Liz to ask PVG for a report

**Feedback:** PVG is not currently involved in any dentistry issues but would like to be kept informed of any activity undertaken by the LINK. Questions have been asked of the PCT lead commissioner who has responded promptly, information has been circulated to GB

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Alan expressed concern over the issue of patients sitting waiting in hospitals. How do they feel? Nurses can be told off for talking to them for too long as they could be seen as not working. It was felt this fits in with the dignity and could be a good 1<sup>st</sup> exercise for the visiting team.

The NHS Cumbria magazine has been distributed throughout Cumbria but there is no mention of the LINK in it. Was felt that we should be in it. When is the next one due and could we be in it?

**Action: Jane to ask Peter**

**Feedback: request made to Judith, LINK will be included in the next issue**

Magazine request – decided not to advertise ourselves in it this time

Stephen Smart – Jane passed round his e-mail response. It was decided to send him a pack of the new leaflets to hand out

Alan is to chair the next meeting and it will change after that. It will be decided alphabetically on the surname.

### **13. Date, time and venue of next meeting: 1**

Tuesday 13<sup>th</sup> January 2009. 10.00am – 2.30pm at Penrith, venue TBC

Meeting dates for the year are listed at agenda item 5

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