



## Cumbria LINK Governing Body meeting 29<sup>th</sup> October 2008

Cumbria Wildlife Centre, Plumgarth, Kendal

### Present:

Allan Alexander  
Becky Pearson  
Liz Clegg  
Neil Hughes  
Janet Pitman  
David Day  
Juan Shimmin  
Jane Macfarlane – LINK Support Manager  
Kay McGregor – LINK Support Officer

### 1. Apologies

All members present

### 2. Minutes of last meeting:

Neil noted that his telephone contact details were incorrect correct information was noted and corrections to be made and circulated by support team.

Jane noted alterations to representatives role description (see item 6).

### 3. Matters arising:

#### Visiting Policy

Members asked for an update regarding the invitation to Patient Panels to join the LINK visiting team. Jane reported that the invitation had been extended to panel members at their last meeting and that they were currently considering the invitation. A number have people have signed up to this role and the Support team should be able to run a training course early in the New Year.

**Action:** *Jane to contact panel members again to remind them.*

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### **Ambulance trust visiting-**

The issue discussed at the previous meeting around visiting ambulances and stations is still outstanding

**Action:** *Janet still looking into issues around the LINK visiting ambulance stations/vehicles*

### **Standard, Complaints and Grievance -policy and procedure**

Neil noted that this policy should be Standards, Complaints and Grievance -policy and procedure

### **National Voices**

Members felt that National Voices (formerly known as Long Term Condition Alliance) need to know about Cumbria LINK.

**Action:** *Jane to write to them (Juan to advise on how to get in touch)*

### **Expenses**

Jane reported back that advice had been sought from the CVS and legal services providers and there was no issues raised regarding expenses allowing for additional claims for passenger miles. Members felt this would encourage care sharing and agreed the inclusion of a 2p per mile passenger charge.

**Action:** *it was agreed that 2 pence per mile per passenger be included in the expenses policy, and a return address be added.*

**Action:** *December Agenda – Include Decision making policy*

**Action:** *Re Budget - Jane will:*

- *Share quarterly reports on spend, will report to LINK governing body for their information. There are fixed budget headings – staff costs, office expenses etc but LINK Governing body want to know what they have to spend on projects*
- *Consider asking CVS/County Council to clarify budget issues*
- *Make LINK budget report a standing Agenda item*

## **4. Conflicts of interest**

None were raised

## **5. Chair**

After discussion it was agreed to start with a rotating Chair rather than elect a permanent chair at this point.

Liz, Alan, David, Neil and Janet indicated that they were all prepared to be included. It was agreed for simplicity members should rotate the chair duties on an alphabetical basis Alan will therefore act as Chair for three months to January.

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The role of the chair will be to conduct meetings.

## 6. Role of Cumbria LINK Representatives

Draft role description should be a listening role rather than doing as yet. Some suggested alterations were proposed to the Draft role description. It was agreed that it would be sensible to have feedback from Action for Health Members where they are attending meetings of interest to the LINK. The current representative list from Action for Health was circulated and some updates were made.

David requested his name be removed from the PCT Public Engagement Committee as this has been abolished, and replaced by a Public Engagement Champion who is Allan Buckley.

David is attending Action for Health group, Copeland Localities Board (PCT Commissioning board), 3<sup>rd</sup> Sector rep on RADICAL (Research and Development in Lancashire and Cumbria), Strategic Health Authority led, convenes all research directives  
Liz is attending PCT Board and Patient's Voice Group (PVG) and Overview and Scrutiny  
Janet is attending Critical friends Group (Ambulance Trust)  
Evelyn Bitcon is attending Cumbria Partnership Community Involvement Committee and Overview and Scrutiny Task Group around Mental Health Consultation  
Anne Glazebrook is attending University Hospitals of North Cumbria Trust Board

First steps should be promoting the LINK. Gill Jones (LINK Support Officer and Janet will be attending a Marketing course over the next couple of weeks  
Web page/posters/handouts etc available soon

**Action:** all LINK Governing Body to identify where they are attending meetings as representatives and send details to LINK Support team. This will enable the LINK Governing Body to identify gaps in their representation

*Support team Send Alan info on Peter Clarke's public engagement strategy*

*LINK Support team to provide explanation of district commissioning boards for LINK G Body*

## 7. Reports

Reports on Ophthalmic Unit, University Hospitals of North Cumbria Trust Board, Overview and Scrutiny Task Group on Dispensing Practices were circulated with the agenda. No comments were made.

Reports circulated with these minutes include a report back from Hospital infections conference and Health Campus Conference.

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## 8. NHS National Centre for Involvement

David raised awareness of a conference – 25<sup>th</sup> November Involving, Engaging, Empowerment

## 9. Action for Health

A draft letter written by Beren Aldridge pointing out concerns about the RAZ 4 assessment was brought to the LINK for support. David to take back to Action for Health for more clarity. Will report back at next meeting

## 10. Launch

The launch event reports were tabled for consideration

## 11. Work plan

The first work plan was written with a broad remit initially  
The issues brought up at the conference were Identified and a member of the LINK Governing body identified as Lead in each area:

- Dignity - David
- Dementia care and support – David
- In Control – Personalisation (H &SC) Juan
- Housing (link with mental health discharge) Neil
- Transport – Janet, Liz and Becky
- Job assessment and medicals ( Incapacity benefit changes – In Control budgets – Juan
- Cancer care Janet
- Plan for the future – over 50's Alan
- Children who are carers Becky lead Janet supporting

To be discussed at next meeting

## 12. Any other business:

### Meeting with PCT

Peter Clarke has requested a meeting with the Governing Body to discuss how they might work together in the future. Several dates were suggested

**Action:** *Link Support team - Arrange meeting with Peter Clarke 19<sup>th</sup> November 10.30am in Keswick/Cockermouth*

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## **Integrated Health and Social Care**

The members expressed their interest in integrated health and social care and particularly requested involvement with the Working towards Integrated Social and Health Care (WISH) group

**Action:** *LINK Support Team to find out who is at the core of the changes in relation to integration of health and social care services and investigate future involvement with the WISH group*

## **Healthcare Commission**

Jane had attended a meeting with the health and social care regulators in Newcastle which explored the relationships between the regulators and the new LINKs. The three regulators are Mental Health Act Commissioners, Healthcare Commission and Commission for Social Care Inspectorate, the three regulators will become one in the near future but currently they all have different reporting requirements. It is hoped that following the current series of regional events clearer guidance will be available to LINKs on how it should work and report to the regulators. The Healthcare Commission have developed a web site that allows reporting as required details are available on

<https://engage.healthcarecommission.org.uk/>

Members felt it would be useful for LINK Governing Body to have info about how the Link will work with HCC/ CSCI and Mental Health Commission

**Action:** *LINK support get hold of a copy of the Audit Commission report on the Closer to Home process. Support team to locate missing sheet in CSCI LINKs briefing.*

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

10<sup>th</sup> December, Wednesday 10am -2pm Millom, ACNwC Bradbury centre at Millom

### **Other dates**

Wednesday 19<sup>th</sup> November

Meeting with Peter Clarke 10 12 Friends meeting house Keswick

Thursday 11<sup>th</sup> December

Meeting Overview and Scrutiny Committee Kendal County Offices 3-5pm

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