

**Gateshead LINK
Steering Group
Thursday 3rd February 2011
Gateshead Leisure Centre
10am – 1pm**

Minutes

1. Welcome and apologies

Present:

Kay Parker	Resident
Christine Squires	Resident
Norah Stevens	PCT Public Involvement Gateshead Locality Lead
Gretel Keadell	Resident
Anthony Atkinson	Resident
Dave Wallace	Resident
Bill Llewellyn	Resident
Maria Hall	Resident

In Attendance:

Richard Jenks	LINK Coordinator
Linda Thompson	LINK Administrator

Apologies:

Valerie Hodge	Resident
Andi Parker	Gateshead Council Involvement Officer
Lucia Hiden	Gateshead NHS Foundation Trust Involvement Lead
Lyn Boyle	Gateshead Council
Ethel Donnelly	Resident
Kim Newton	LINK Engagement & Involvement Officer
Anya Simpson	Development Worker, Gateshead Mental Health Forum
Glenys Goodwill	Resident

The meeting started at 10.15 am. Kay Parker agreed to chair the meeting as had been agreed at the previous meeting.

2. Minutes of Last Meeting

The minutes of the previous meeting on 6th January were agreed as a true record.

Matters Arising

Engagement Work with young people

KN and NS had a meeting regarding “You’re Welcome” quality criteria. Other work is still ongoing. **Action KN**

RJ said that when Healthwatch starts it will be expected to engage with children & younger people. There is a briefing day scheduled for 24th February to find out exactly what will be expected, RJ & KN both will attend.

Personalisation Working Group Update

CS reported that she is still getting reports of people losing money from their personal budgets. There were also serious issues around transport – the policy is by no means clear. The issue is to be brought up at cabinet. Charges have been increased by 15% across the board. Consultation papers had been sent to service users but the closing date was 7th February leaving very little time for completion of the survey. This is to be an agenda item for the next Personalisation Working Group.

Gateshead Council LINK Monitoring

The monitoring file has now been handed in, there were no problems. The file is available in the office if any member of the Steering Group would like to examine it. Contributions from the Steering Group to the file are always welcome. BL asked what categories were in the file; RJ said that he receives a list of categories when the file is due to be completed, he will circulate the next copy he gets. KP said it was a good way of seeing what work the LINK is engaged in.

Enter & View

This is scheduled for 14th February at Chainbridge Medical Centre. GK asked why Chainbridge had been chosen. RJ replied that there is a new set up in the centre and the practice itself welcomed feedback. He pointed out that Enter & View is also meant to highlight good practice as well as bad. There was some discussion around the way that Enter & View visits were planned – there seems to have been a lack of communication in the process. NS asked how the results of the visit would be measured; KP said there is template to be used. It was agreed to organise more Enter & View training, this is to be an agenda item at the next Steering Group Meeting.

MH Joined the meeting at 10.35 am

Gateshead Council White Paper Response

RJ had sent the response to AA. CS also asked for a copy. **Action RJ**
The White Paper got through its second reading this week.

Website Statistics

The statistics were circulated. The hits average 65 per week which is very positive.

Transition into Adult Services Working Group

RJ fed back details of the meeting with North Tyneside LINK, in particular with regard to the Transition Report that they have compiled. In response to CS question, NT LINK have not done any work on the transition from Adult Services to Older Peoples Services.

3. Update on Transition to Healthwatch

Gev Pringle has written formally to David Bunce for clarification of the position of Gateshead LINK in respect to Healthwatch; to date there has been no response. This letter is available for anyone to look at.

RJ gave feedback from the regional LINK Meeting. The situation seems to be the same for all LINKs across the region. There have been some indications in Durham that 10% cuts will be made to their budget but nothing has yet been confirmed. There was a great deal of discussion around this point. Regional LINK have produced an organisational chart of the proposed new structure of Healthwatch, this was circulated. The timetable for transition into Healthwatch is still 2012 with complaints advocacy set for 2013.

4. Steering Group Development

Future Meetings - MH proposed that some working group meetings be held 'back to back' to save on room hire and members' time. This is to be brought up again at the Planning Day. The starting time of the April evening meeting was discussed and it was agreed to liaise with individuals. It was also suggested that if the April meeting was successful the next logical date for an evening meeting should be in September before the onset of dark evenings. This was agreed.

Planning Day arrangements were discussed and a programme agreed.

Gateshead LINK Budget – preliminary discussions

RJ reported that by the end of the current financial year, the LINK grant would be spent. This means that the surplus carried over from the previous year is still unspent. It is unclear if it will be possible to carry this amount forward for another year. The Planning Day, proposed Mental Health Conference and Mental Health

First Aid Training will use up some of the surplus. The issue was discussed and it was agreed that the surplus be used to fund appropriate projects eg commissioning a transition report, Healthwatch training. Members were asked for ideas for other projects and promotional/awareness raising issues were suggested. Members were encouraged to go through the budget with LINK staff and GVOC's Finance Officer.

6. Dunston Hill Reprovision

LH was unable to attend the meeting so RJ gave a brief update from the notes she sent through. This is to be discussed at the next Steering Group meeting.

7. Mental Health First Aid Training

LT reported that there are 5 place still available for this training. KP indicated that she would be interested in undertaking the training again if the course was undersubscribed.

8. Person Centred Planning – Gateshead LINK Request

RJ explained that the LINK wanted information about the waiting list for person centred plans. An email was sent to Stephen Yearly in November asking for this information but no reply was received. A letter was then sent making a formal request for this information but, to date, no response has been received. It was agreed that this be raised at the next OSC meeting.

12.05 pm - It was agreed that there would be a break for lunch but that work would continue through lunch as there was still a great deal to get through.

9. Working Groups Up-date

Mental Health

At the last meeting there had been a presentation from the PCT regarding the Mental Health Model of Care. Information about the Mental Health Strategy will be in the supporting papers of the next working group.

RJ reported back about discussions taking place around the proposed Mental Health conference.

Hospital Discharge Procedures

It seems there has been some delay in distributing the questionnaire – only 7 have been received back so far.

Personalisation

KN has produced a draft information leaflet. CS observed that there was a very good mix of people now attending the group. Penny Gray from Gateshead

Council has praised the leaflet and wants to work with the group in producing final draft.

MH reported the setting up of a new autism working group for Gateshead which will cover all aspects of autism. She also gave feedback from the last Personalisation Partnership Board and Workforce Planning Group.

MH & BL left the meeting at 12.36

10. Policies due for review

Mental Health Working Group – Terms of Reference

After a great deal of discussion it was decided to add a paragraph to better describe the remit of the group. There was some difficulty in deciding the wording and it was decided to take the issue to the group for them to draft the new paragraph. To be raised again at the next Steering Group Meeting.

Hospital Discharge Procedures Working Group – Terms of Reference

Changes were discussed and agreed. The revised document is to be taken to the next working group.

GK & NS left the meeting at 1.05 pm

11. Members Reports

KP was part of a focus group to discuss the workplan of the OSC and gave feedback. One of the important issues identified was hospital discharge. Learning disability was also discussed. It will not be decided until early March if more discussion is necessary.

CS reported from the Physical Disability Sensory Impairment Partnership. There has been a price increase of 15% for service users.

12. Issues/concerns Log

An issue regarding prescription of drugs has been received but members also gave anecdotal reports of similar issues. Member had been prescribed medication from the QE but when they tried to fulfil a repeat prescription was unable to find a pharmacy which stocked the particular drug. Eventually an alternative drug was prescribed by the QE. It was suggested that drug companies make more profit selling their products abroad. This is to be tabled for further discussion.

Action RJ/NS

CS had concerns about incorrect information about patients being written in correspondence between hospitals and other health professionals.

13. **JSNA Priorities**

RJ thanked everyone for taking part in the exercise and has passed comments onto the JSNA

14. **Any Other business**

There was none

15. **Date of Next Meeting**

Thursday 3rd March, venue to be arranged. It was proposed that CS chair this meeting which was agreed

The meeting closed at 1.45 pm