

## Essex & Southend LINK – Mid Essex Locality Group Meeting Minutes

Spring Lodge, Witham

08.07.09

6.00pm - 8.00pm

<p><b>Present:</b>                  Claire Beattie (CB)                  Carole Cook (CC)                  Peter Blackman (PB)</p>	<p><b>In attendance:</b>                  Linda Tubb – Area Co-ordinator (Notetaker) (LT)                  Tamanna Hoque – Area Administrator</p>
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			Action
1.	<b>Welcome and Introductions</b>	The meeting was chaired by Claire Beattie (Vice Chair) and introductions were made.	
2.	<b>Apologies for absence</b>	Michael Blackwell, Judith Wright, Lew Schnurr	
3.	<b>Minutes of previous meeting</b>	Agreed as accurate record.	
4.	<b>Matters Arising</b>	<p><b>Roadshows</b> – LT reported that she has nothing to update on the roadshow budget deficit but she advised that £20,000 is now available to each locality group for projects and activities. PB outlined the situation and said that the LINK currently has a deliberate underspend, which will be divided between all the LINK groups for activities and development work. £18,000 is immediately available but the balance will come through in cashflow in the coming months. He advised that the money must be spent by March 2011 and it is additional to money available from core funding for the LINK. It is expected the additional money will support specific LINK projects.</p> <p><b>Patient Experience Group</b> – CB reported on her attendance at the PEG meetings. She advised that the group will be looking at carers issues and are surveying carers to find out what their experiences are and to try to establish if their needs are being met. She stressed the importance of going back to people when the process is completed to make them aware of outcomes and any changes made as a result of their input.</p> <p><b>MRI Scans</b> – Nancy Freeman had been tasked with providing a written report. As she was not at the meeting this item to be carried over to next agenda.</p>	NF

5.	<b>Workplan</b>	<p>The draft workplan was tabled and discussed. Judith Wright had previously expressed an interest in leading on long term health conditions.</p> <p>CB will lead on PALs/complaints – she will link this project in with the PE Group. LT will make contact with Cheryle Mack (NHS Mid Essex PALs) who has agreed to attend a meeting.</p> <p>CC will lead on social care – she will consider issues and investigate specific areas for the project group to concentrate on, in particular looking at people in their own homes who require support – who supports them and how they access services. She will report back to the next meeting.</p> <p>LT will contact other members of the group to try to identify leads for hospital discharge and prescribing in hospital.</p> <p>LT will liaise between the project group and the countywide hospital discharge planning group to share information on hospital discharge.</p> <p>It was agreed to add two columns to the workplan – (1) outreach and (2) promotion, research and engagement.</p>	<p><b>JW</b></p> <p><b>CB</b> <b>LT</b></p> <p><b>CC</b></p> <p><b>LT</b></p> <p><b>LT</b></p> <p><b>LT</b></p>
6.	<b>Nominations for Chair</b>	<p>Members were advised that John Saxton has resigned as Chair and election of new Chair will take place at the meeting on 2<sup>nd</sup> September. LT to contact members in advance of next meeting to ask for nominations.</p>	<p><b>LT</b></p>
7.	<b>Enter &amp; View</b>	<p>LT informed members that recruitment campaign will begin in July for authorised enter &amp; view representatives.</p>	
8.	<b>AOB</b>	<p>Members discussed the importance of promoting the work of the group to encourage more people to join. It was agreed that it should be easier to promote the work of the group now that the workplan is agreed and specific projects identified. The following suggestions were made as ideas for advertising/promoting the group:</p> <p>Broomfield Hospital – investigate the possibility of having a presence in the hospital, posters, leaflets, etc; possibly linking into the hospital discharge project.</p> <p>U3A – could be a useful source for new members.</p> <p>Scout Groups – investigate if they still do leaflet drops, maybe we could use them to distribute flyers.</p> <p>Burnham Carnival – takes place end September.</p> <p>South Woodham Ferrers Community Safety Day on Saturday 5<sup>th</sup> September, already being considered.</p>	

		<p>It was agreed that outreach work should begin as soon as possible, now that the projects are under way, and the group must build on information available about local activities. In addition the group must make contact with existing groups and initiatives so that a regular timetable of outreach can be agreed and implemented.</p> <p>It was suggested that a note should go on the bottom of the minutes reminding everyone to share information about other groups they attend and also to feed in information about forthcoming events that could be used to promote the LINK.</p> <p>PB gave an update on the work of the Countywide Co-ordinating Group. He also informed the group that he and Ros Peek (Policy &amp; Research Co-ordinator) are working on a joint initiative with Essex CC to encourage people to form groups of 'flu friends' in face of the expected increase in swine flu. He will provide regular updates to the group.</p>	<b>PB</b>
<b>9.</b>	<b>Next Meeting</b>	<p>2<sup>nd</sup> September Brickhouse Farm, Maldon 6.00-8.00pm</p>	
<p><b>PLEASE KEEP THE LOCALITY GROUP INFORMED ABOUT ANY LOCAL INITIATIVES/GROUPS YOU ARE INVOLVED IN AND SHARE INFORMATION WITH THE GROUP ABOUT FORTHCOMING EVENTS IN YOUR LOCAL AREAS.</b></p>			

Minutes prepared by Linda Tubb 9<sup>th</sup> July, 2009  
Minutes approved by Claire Beattie/Carole Cook/Peter Blackman