

**MINUTES**

**ESSEX AND SOUTHEND LINK: MID ESSEX LOCALITY GROUP MEETING**

**Date and Time**                **Wednesday, 16th December 2009 – 11:30 am – 12.30 pm**

**Location**                      **Town Hall, Newland Street, Witham, Essex. CM8 2FE.**

**Organiser**                      **Charlene Gordon**

**Minutes**                         **Charlene Gordon**

<b>Attendees:</b> Michael Blackwell (MB, Chair), (LS), Rosalind Oakley Charlene Gordon (CG, Area Coordinator),			
<b>Apologies:</b> Brian Mister (BM), Maurice Booth (MB), Peter Blackman (PM), Professor Lewis Schnurr (RO), Carole Anne Cook (CC) Margaret Cox (MC), Norman Heath (NH) Daisy (D) Jo Breen (JB) Ken Edwards (KE)			
	<b>Topic</b>	<b>Discussion</b>	<b>Action by who/when</b>
1.	<b>Welcome, introductions &amp; apologies</b>	The meeting was opened by Michael Blackwell. It was discussed and agreed by members present that at the beginning of every meeting, a short introduction on the LINK will be given and for any new attendees an opportunity to share their area of interest with the group.	(MB) (CG)
2.	<b>Declaration of Interest</b>	No declarations	
3.	<b>David Freeman, and John Niland</b>	PCT did not make presentation. Apology was received by CG on the 12 <sup>th</sup> December from Sally Wallis-Boore.  Charlene to send out consultation once simplified by Wai on Delivering Modern Care Communities.	<b>CG</b>

4.	<b>Minutes from 24/11/09</b>	<p>Before going on to discuss the minutes from 24/11/09 Rosalind pointed out that the discussion held on the 14<sup>th</sup> October after Cheryl Mack spoke was not properly recorded. Charlene said she would amend the notes and include discussion on the availability of PALS services visible to patients.</p> <p>This discussion lead onto Michael and Charlene going through the work plan with Rosalind and on the topic of PALS (item 1 on Work plan) it was decided that included in the letter (Charlene and Norman are working on) there should be questions to Cheryl Mack about the feedback that was promised on issues relating to PALS being accessible and how information could be distributed differently, for example in patients appointment packs. It is hoped that feedback will be made available.</p> <p>The group also discussed the possibility of going into GP surgeries and hospital reception areas surveying people about their understanding of PALS and how it works/ were they informed about it.</p> <p>Charlene informed the group that she had emailed Cheryl Mack to request a copy of PALS complaints log so the group can identify priority areas of concern.</p> <p>Charlene also informed the group that in regard to the 'change one thing campaign' she had also been in touch with Maldon CVS to recruit volunteers to assist in carrying out the campaign Braintree, Chelmsford, and witham.</p> <p>Minutes from the 26<sup>th</sup> November were taken as an accurate copy</p>	<p><b>NH</b></p> <p><b>CG</b></p>
5.	<b>Matters Arising</b>	<p><u>Outreach</u> Charlene informed the group that she had previously asked Lew (who could not attend the meeting) about the presentation to the Bradwell On-Sea Parish Council explaining the work of the LINK, Lew replied that he is awaiting info and dates from their parish council but will keep the group informed.</p> <p><u>Enter and View</u> Charlene is yet to ask Julie if she will come and explain enter and view. Julie is on annual leave now until January 2010 so the action will be pending until then</p> <p><u>Follow up on groups/charities</u> Charlene spoke to Jo who has been in contact with</p>	<p><b>LS</b></p> <p><b>CG</b></p> <p><b>JB</b></p>

		<p>Rethink to hear they have moved location and will be finding out where to. Charlene has emailed Age Concern and Essex Respite Association about delivering a LINK presentation and seeing if there are any open doors for working together</p> <p><u>Follow up with Joanna Trigg</u> Pending as Daisy was not at the meeting.</p> <p>Charlene to email Joanna about same sex accommodation in Broomfield hospital</p> <p><u>Anglia Ruskin University</u> Pending until next year.</p>	<p><b>CG</b></p> <p><b>CG</b></p>
6.	<b>Feedback from Anglia Ruskin lunch</b>	<p>Charlene informed the group that the lunch arranged for new student recruits was cancelled by the university as the Royal College of Nurses were due to be on campus that day.</p> <p>It has been decided that follow up with the university should continue, contacts with the university voluntary community officer have been made and Charlene was actioned to continue to liaise with the university and organise on campus activity</p>	<b>CG</b>
7.	<b>Nomination of Vice Chair</b>	Charlene and Michael nominated Rosalind. Rosalind agreed to think about it and get back to Charlene.	<b>RO</b>
8.	<b>AOB</b>	<p><u>End of life strategy</u></p> <p>Charlene to email Jane at the PCT and ask for details of the progressed being made.</p>	<b>CG</b>
9.	<b>Date, time and place of next meeting</b>	<p>14<sup>th</sup> January 2009 11:00-13:00pm</p> <p>Town Hall Centre Market Square Braintree Essex CM7 3YG</p>	