

**MINUTES**

**ESSEX AND SOUTHEND LINK: SOUTH EAST ESSEX LOCALITY MEETING**

**Date and Time** 08 April 2009 from 2pm – 4pm

**Location** Lake View Hall, Winter Gardens Primary School, Hilton Road, Canvey Island, SS8 9QA

**Organiser** Gill Dawson, Area Project Co-ordinator  
**Note takers:** Gill Dawson & Fahmida Ali

**Attendees:** Harry Chandler, Chair, Eddie Camp, Vice Chair, Majzoub B Ali, Elaine Blatchford, Gordon Browne, Michael Bull, Linda Cook, Gareth Gault (St Luke’s Healthy Living Centre CIC), Alan Grubb (Resident Association Westborough), Irene Grubb (Resident Association Westborough), Nicky Hart (NHS SEE), Julie Lockhart, Dave Poulten, John Sayer, Tony Wright .  
**LINK Staff:** Gill Dawson (LINK Area Project Co-ordinator), Fahmida Ali (LINK Project Administrator).

	<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
1	<b>Welcome &amp; Introductions</b>	Harry welcomed everyone to the meeting.	
2	<b>Apologies for absence</b>	Mary Beckers, Paul Beckers, Celia Clarke, Denis Garne, Ron Kennedy, Hilary Lister, George Malinowski, Margaret O’Connor, Jill Poet, Mike Wilson and Peter Stroudley. Martin Emery sent his apologies after the meeting. He had been involved in an accident on his way to the meeting.	
3	<b>Declarations of potential conflicts of interest</b>	Eddie Camp – Governor, Southend Hospital, Irene Grubb – SAVS Carers Forum and deputy representative (for carers) at Southend Together, Board of SAVS, Nicky Hart – SEE PCT, Tony Wright – Governor, Southend Hospital.	
4	<b>Minutes of previous meeting</b>	<p>a. <b>To be agreed:</b> The minutes of the meeting held on 11.03.09 were agreed, subject to the following amendments:  <b>Page 5, final line to read:</b> ‘work and patience’  <b>Page 7, e(iv) to read:</b> Theme Groups – Gill Dawson (Gypsies and Travellers)  <b>Page 7, final paragraph:</b> It was noted that Beryl Furr had asked Nicky Hart to request an amendment to the minutes. As Nicky Hart had not yet arrived it was agreed to come back to this item on her arrival.</p> <p>On Nicky’s arrival she said that Beryl felt that the minutes did not give an accurate account of the exchange that took place. Beryl said that she acknowledged the potential differences between ‘involvement’ and ‘engagement’. She observed that commissioning was still a relatively new process for the NHS, but that commissioners were committed to developing new ways of working in partnership with people at every stage of the process. She also pointed out that the PCT already had</p>	

		<p>considerable experience of engaging with patients and the public and she hoped that both LINKs and the former Patient and Public Involvement Forum would agree with this. Harry emphasised that the all minutes were draft until agreed at the next meeting.</p> <p>Discussion followed in which Members agreed that the minute should be amended and that Harry and Gill could decide the exact wording of the minutes.</p> <p><b>b. Matters Arising:</b></p> <p><b>Item 10, Proposed Strategic Plan for South East Essex 2009-2014:</b> In response to a question from Elaine Blatchford members said that 10-14 LINKs members had attended the workshop on 16 March 2009.</p> <p><b>Item 12, Progress re representation at ECC:</b> In response to a question from Gordon Browne, Harry said that Essex County Council (ECC) were treating Essex and Southend LINK as one LINK and there was only one representative for Essex who was from Harlow. They hadn't yet decided how they were going to work with LINK. Harry added that a meeting was planned with Pauline Holroyd and April Lawlor, ECC on 9 April in the Rayleigh offices of ECC.</p> <p>Eddie was pleased to report that Southend Borough Council Overview and Scrutiny Committee (OSC) were communicating with LINK.</p> <p>John Sayer said that it was difficult in Canvey as there were three councils to deal with, ECC, Castle Point and Rochford Council and the town council.</p> <p>Referring to a recent ECC OSC workshop in Chelmsford, Elaine said that LINK does have a presence with ECC which was hopefully improving.</p> <p>*Nicky Hart arrived.</p> <p><b>Item 16 (g), Use of private ambulance companies:</b> In response to a question from Alan Grubb, Nicky Hart confirmed the private ambulance companies used in south east Essex have been vetted (including inspection of vehicles and equipment by a member of clinical staff) and relevant documents, such as insurances and registration of the British Ambulance Association that all ambulances, are checked.</p> <p><b>Item 15: Commissioning:</b> Nicky Hart asked, on behalf of Beryl Furr, for an amendment to the minutes of the previous meeting. For ease of reference this is reported under Item 4.</p> <p>Nicky Hart said that the PCT would be holding a meeting on 22 April to discuss ways in which the LINK can engage in commissioning. As Harry would be unable to attend Nicky confirmed that Eddie could deputise. Harry emphasised that, according to the Act setting up the Local Involvement Networks, it was critical that the LINK was involved in the commissioning process. The Department of Health expected our involvement.</p> <p>Gareth added that we should be involved in the process of procurement and not just 'rubber stamping'. He suggested setting up a commissioning project group. Harry said that he</p>	<p>Harry/Gill</p> <p>Harry</p> <p>Eddie</p>
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		<p>had had discussions with Andrew Pike and Russ Platt on this issue, but had not made any progress yet (see above). Also, no progress had been made with Southend Hospital or South Essex Partnership University NHS Trust (SEPT).</p> <p>Linda Cook said that she hoped the Project Group's mapping project (1003) could help the commissioners with their decisions.</p> <p>Alan asked why the PCT could not purchase land in advance. Nicky Hart said that she was uncertain but would make enquiries and provide a response.</p> <p>Post Meeting Note: Nicky Hart provided the following response:</p> <p><i>'The PCT is not statutorily allowed to speculatively purchase any land. That means that we can only agree an option to purchase a site which is exercisable only after full planning permission has been granted and the necessary approval process has been finalised. We are also restricted on the amount we can pay for a site which has to be no more than the valuation for healthcare use as prescribed by the district valuer (DV). The PCT does have discretion to pay more than DB valuation but only when it can evidence that there are not other options available.'</i></p>	<p>Harry Margaret</p> <p>Nicky</p>
5	<p><b>Healthcare Commission Annual Health Check</b></p>	<p>a. <b>NHS South East Essex PCT:</b> Harry said that the factual accuracy of our draft commentary had been agreed by the PCT and the final version had been submitted.</p> <p>b. <b>Southend Hospital University NHS Foundation Trust:</b> Harry said that our draft commentary had been questioned by the hospital because there were plans to improved access and car parking. However, although there were planned improvements our comments were for the year April 2008-March 2009. Our final commentary had been submitted.</p> <p>Discussion followed regarding car parking at Southend Hospital. Alan said that they were planning to move the barriers further into the hospital grounds which would cause problems for pedestrians as cars would queue across pedestrian walkways. Harry said that the hospital was only responsible for their own grounds and issues around public highways should be raised with your local councillor. Tony said that the barrier was being moved in an attempt to ease the problem of cars queuing on Prittlewell Chase. Julie said that he had attended a meeting last month at which the hospital's parking manager was in attendance. Julie had suggested 'colour zoning' the car park to link with various hospital departments, e.g. Out Patients, Cardigan Wing, etc. Harry suggested that Julie should write to the hospital with this suggestion. He added that he had been in correspondence with Brian Shipley and John Bruce and asked Gill to provide Alan and Julie with copies of correspondence.</p> <p><b>South Essex Partnership University NHS Foundation Trust:</b> Harry said that Margaret had worked on our commentary along with representatives of South West and West Essex locality groups and Thurrock LINK. The draft commentary had been accepted by SEPT.</p>	<p>Alan/All</p> <p>Julie</p> <p>Gill</p>

6	<b>Consultations / Discussion Documents</b>	<p>a. <b>GP '084' numbers:</b> Harry said that he had submitted our response on 31 March 2009. The results of Margaret's survey of GP surgeries would be submitted after 8 April 2009. Discussion followed in which Alan said that the cost of these calls varied depended on which telephone 'package' you had. Julie asked if the queuing systems were only available on 084 numbers. Harry replied that you do not have to have an 084 number, you could add specialist equipment to an existing telephone number to enable a queuing system. Linda said that the Thoracic Unit at Basildon Hospital has an 0845 number. John said that the PPI Forum had previously raised this matter with the Castle Point and Rochford PCT and was told by the Chair at that time that the PCT would prohibit the use of premium rate numbers. Alan concurred and said all premium rate numbers should be banned. It was pointed out that the banning was restricted to 087 numbers. Harry said that the PCT had to accept guidance from the Department of Health.</p> <p>b. <b>Proposed Strategic Plan for NHS South East Essex 2009-2014:</b> Harry reported that he had drafted a response and received feedback from Committee Members. The final response would be submitted by 10 April 2009.</p> <p>c. <b>Proposal to reduce SEPT beds:</b> In Margaret's absence Linda said that she did intend to respond. Nicky Hart said that this would be going out to formal consultation next month and that LINK would be invited to respond.</p> <p>d. <b>Neonatal Review – Response due 29.05.09:</b> Eddie and Margaret had agreed to work on this review. Eddie said that previous proposals were made by Essex Health Authority which included a level 3 Centre in Broomfield Hospital, Chelmsford with other hospitals in Essex having level 2 Centres. However, since we moved to East of England Health Authority the proposals have changed. It is now proposed that the 5 hospitals in Essex should have level 2 Centres with more serious / long term level 3 provided in London. It was agreed that this item be brought to the next agenda.</p>	<p>Harry</p> <p>Margaret</p> <p>Eddie Margaret</p>
7	<b>Progress Report on approved Projects</b>	<p>a. <b>Mapping Health &amp; Social Care Assets:</b> Nicky Hart provided 2 south east Essex maps which the PCT had purchased to loan to the group for the duration of their mapping process. Harry thanked Nicky for the maps which would prove very useful in our mapping work. Harry said that Sharon was also in the process of indexing health and social care services by ward.</p> <p>b. <b>Needs Assessments (ward profile):</b> Linda said that two of the ward profiles were up and running and that she was mapping the Chalkwell ward on Excel. The project team met with ECC and were trying to get everybody recording in the same way. In response to a question she said that most of the information on Southend was available on a ward basis. The Public Health department of the PCT was now involved. The group had applied for funding from SBC and were waiting to hear if their bid was successful. Harry asked if the group had the resources that it needed. Linda said that they needed memory sticks and had borrowed one from Gill. They were using the office lap top for IT training, but they would need more resources when they roll-out the project. The job was much bigger than they had anticipated and would be ongoing for quite</p>	



		<p>were insufficient resources and that we were in danger of taking on too much.</p> <ul style="list-style-type: none"> <li>• Nicky Hart suggested that we needed one or two 'smaller' projects that we could complete relatively quickly.</li> <li>• Tony Wright said that phlebotomy could be dealt with quite quickly.</li> <li>• John Sayer expressed an interest in obtaining feedback on the new Canvey Primary Care Centre.</li> <li>• Gordon said that some of these topics were interlinked and embraced many other aspects, such as neurological illnesses.</li> <li>• Alan declined taking anything on at the moment but he was concerned about the 'postcode lottery' with regard to alternative medicine. Some PCTs won't refer patients to the Royal Homeopathic Hospital.</li> </ul> <p>Harry went around the table seeking Members' expressions of interest in participating in or leading a project. Some Members registered their interests, details of which are attached. Could Members let Gill and Sharon have details of their areas of interest as soon as possible.</p>	All
10	<b>Developing Publicity / Locality Launch / Road Shows</b>	<p>Due to time constraints only the following items were briefly raised:</p> <ul style="list-style-type: none"> <li>• Development of presentations to inform the public about LINKs and to recruit new members.</li> <li>• Southend Community in Harmony Event – Sunday 21 June 2009: Members would like to participate. Gill to arrange.</li> </ul>	<p>Harry/Gill</p> <p>Gill/ Sharon</p>
11	<b>Any Other Business</b>	<p>It was suggested that Martin Emery could arrange a talk on the new NHS complaints process involving SEPT, the Hospital, POhWER ICAS, the PCT and Social Care. It was agreed that this would be useful and Harry said that it would require a separate meeting dedicated to this topic.</p>	<p>Dave/ Harry Nicky/ Martin Emery /</p>
12	<b>Date &amp; Place of Next Meetings</b>	<p><b>Tuesday 12th May 2009</b> 2pm – 4pm at SAVS 29-31 Alexandra Street, Southend on Sea, Essex, SS1 1BW.</p> <p><b>Wednesday 10<sup>th</sup> June 2009</b> 7pm – 9pm Under Spire Room, Holy Trinity Parish Centre, Hockley Road, Rayleigh, Essex, SS6 8BB.</p> <p><b>Wednesday 8<sup>th</sup> July 2009</b> 7pm – 9pm at SAVS 29-31 Alexandra Street, Southend on Sea, Essex, SS1 1BW.</p> <p><b>Wednesday 12<sup>th</sup> August 2009</b> 7pm – 9pm Under Spire Room, Holy Trinity Parish Centre, Hockley Road, Rayleigh, Essex, SS6 8BB.</p> <p><b>Wednesday 9<sup>th</sup> September 2009</b> 2pm – 4pm at SAVS 29-31 Alexandra Street, Southend on Sea, Essex, SS1 1BW.</p> <p><b>Wednesday 14<sup>th</sup> October 2009</b> 2.00 - 4.00pm Hadleigh Methodist Church, Chapel Lane, Benfleet, Essex, SS7 2PQ</p> <p><b>Wednesday 11<sup>th</sup> November 2009</b> 2pm – 4pm at SAVS 29-31 Alexandra Street, Southend on Sea, Essex, SS1 1BW.</p> <p><b>Wednesday 9<sup>th</sup> December 2009</b> 2pm -4pm The Hollywood, 140 Shipwrights Drive, Thundersley, Benfleet, Essex, SS7 1RF.</p>	