

**MINUTES**

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

**Date and Time** 14<sup>th</sup> October 2009 from 2pm – 4.30pm  
**Location** Hadleigh Methodist Church (Cruess Hall), Chapel Lane, Benfleet, Essex, SS7 2PQ.  
**Organiser** Gill Dawson  
**Minute taker:** Sharon Cohen

**Attendees:** Harry Chandler (Chair), Eddie Camp (Vice Chair), Dave Poulton, Barrie Andrews, Elaine Blatchford, Nicky Hart (NHS SEE), Charles Newman, Margaret O'Connor, Linda Cook, Tony Hopper, Irene Grubb, Alan Grubb, Majzoub B Ali, Michael Bull, Jackie Terry, Lynne Collins (CAVS/NHS CFS/ME Service), Beryl Furr (NHS SEE), Tony Wright, Duncan Taylor (Essex County Council), Mike Bennett (Southend Borough Council), David Griffiths (Director of Finance and Information SEE NHS), Liesel Park (Associate Director Public Health), Margaret Gray (Associate Director Public Health), Victoria Hine (Business Manager Contracting & Commissioning (SEE NHS)).  
**LINK Staff:** Gill Dawson (LINK Area Project Co-ordinator), Sharon Cohen (LINK Project Administrator).

	Topic	Discussion	Action
1	<b>Welcome &amp; Introductions</b>	Harry welcomed everyone to the meeting.	
2	<b>Apologies for absence</b>	Simon Morton (Chair Older Peoples Assembly), Gareth Gault (St Luke's Healthy Living Centre CIC), Peter Payne, Celia Clark (SAVS), Denis Garne, Alan Crystal, Maureen Stevens, Angela Garrard (SEE NHS), Martin Emery (Southend Hospital).	
3	<b>Declarations of potential conflicts of interest</b>	Beryl Furr – Non-Executive Director NHS SEE Eddie Camp – Governor Hospital Foundation Trust Nicky Hart – NHS SEE Tony Wright – Governor Southend Hospital, Ambulance Trust User Group	
4	<b>Minutes of previous meeting</b>	<b>a) To be agreed:</b> The minutes of the meeting which took place on 9 <sup>th</sup> September were agreed subject to the following change: Victor Tassell (Secretary Older peoples Assembly) was present at the meeting but was not listed in the attendees. <b>b) Matters Arising:</b> There were no matters arising.	
5	<b>Presentations, questions &amp; answers</b>	<b>a) Primary Care Trust Strategy -</b> David Griffiths (Finance Director, NHS SEE) The presentation made by David gave an update on the strategy for the next 5 years and covered the highlights, themes and issues that arose in compiling the report. David invited questions from the members following the presentation. <b>Q.</b> How will they be measured to demonstrate to the public that the strategy has been successful? <b>A.</b> The strategy has clear measures and indicators, the hope is that there will be a reduction by the end of the strategy in the gap	

between the most deprived and affluent areas. There is also a new business process where each department has clear and measurable outcomes and individual schemes will have questionnaires to measure the feedback.

**Q.** A member stated that they were pleased to see that they were linking the operation and strategy in relation to the elderly, domestic violence etc. But she only saw it as applying to the NHS for the south east of Essex. She would like to see evidence of integrated behaviour.

**A.** This is the strategy for south east Essex, the local authority has a wider view. (The member stated that she would like to see reference to integrated behaviour in the plan).

**Q.** A member had heard that there will be cuts in the budget by the Department of Health for marketing for all NHS Primary Care Trusts. He stated that it may be worth doing more on the website. He also asked if the £3.9 million planned reduction of spend will be done over the 5 years?

**A.** It was stated that not all people have access to the website so this may not be the only means they could use for marketing. In relation to the second part of the question it was said that the reduction of spending will start happening now and will happen over a 4 year period. All areas of health are facing 'hard times'. It was also pointed out that the savings being made are for future development provision not planned services that are already happening.

**Q.** The Primary care centres in Westcliff and Shoebury are not on a main bus route, if the Council impose a Section 106 on them relating to this what do they plan to do? *(A Section 106 Agreement is a legal agreement between the Planning Authority and the applicant/developer and any others that may have an interest in the land. They are usually used for securing community benefits through a planning obligation).*

**A.** If a Section 106 is imposed then a transport plan will become part of the planning application. They will have no way to work around this. If this does happen then the Council and the PCT will have to negotiate at that stage.

**Q.** Why has the LINK not been involved in the process so far?

**A.** The response was that they did not want to answer this question fully due to the fact that LINK has written a formal letter therefore a formal response would follow. Although it was mentioned that there had been plenty of invitations, advertisements had been put out for participation in the planning of the Westcliff and Shoebury PCC, Rochford and Hawkwell GP surgeries and dental services.

Should anyone require a copy of the presentation please contact Sharon Cohen in the Southend LINK office.

**b) Joint Strategic Needs Assessment – Duncan Taylor, Mike Bennett, Liesel Park, Margaret Gray.**

The presentation gave an overview of what a Joint Strategic Needs Assessment is and enlightened the members who had no or very little prior knowledge. Following the presentation Margaret O'Connor thanked the team and particularly Mike, Duncan and Greg for their help with her ward profile project. A few questions arose;

**Q.** The issues that were highlighted in the presentation i.e. mental health, drug abuse, deprivation etc. have been reported on for over 25 years so what is different now that will change this?

**A.** The main change now is that the JSNA is a statutory legal requirement.

**Q.** How will the JSNA help and improve deprivation and re-education?

		<p><b>A.</b> The JSNA will not affect these nationwide but will help on a more local level.</p> <p><b>Q.</b> Is the commissioning of services part of the development plan?</p> <p><b>A.</b> Part of the plan is to see who has used the JSNA report and if it was useful. People who had used it would be asked if it was fit for purpose, if anything was missing and what else would be useful to include.</p> <p>The team summarised the report overall and were asked to provide a copy of the summary to Sharon in the LINK office as this would be useful for members to refer back to.</p> <p>Should anyone require a copy of the presentation please contact Sharon in the Southend LINK office.</p> <p><b>c) Infection Control</b> – Matt Ranguie (NHS SEE – Assistant Director of Quality &amp; Patient Safety and Deputy Chief Nurse)  Matt was due to make this presentation at the last full locality meeting but due to work commitments was unable to attend. The presentation was informative and questions were raised throughout. Copies of the presentation are available from Sharon in the Southend LINK office should anyone require one.</p> <p>Harry suggested that the subject was worth following up perhaps with a smaller group. An appointment for this needs to be made through Nicky Hart.</p>	DT All HC/NH
6	<b>Progress Reports and Updates</b>	<p>Various written reports, rather than the usual verbal reports, were submitted due to time constraints imposed on the meeting as a result of the 3 presentations arranged for this meeting. The reports were circulated prior to the meeting or tabled, should anyone require further copies of these please let Sharon or Gill in the Southend LINK office know.</p> <p>Reports provided;</p> <p><b>Needs Assessments (ward profile)</b> – Margaret O'Connor  <b>Gypsies and Travellers</b> - Gill Dawson  <b>East of England Ambulance Service</b> – Tony Wright  <b>Southend Hospital Board Meeting</b> – Elaine Blatchford</p>	
7	<b>Publicity, Events and presentations – to note</b>	<p>Again due to time constraints these items were noted on the agenda for information.</p> <p>a. <b>Older Peoples Assembly 24 September, 1.30pm, Civic Centre:</b> Harry Chandler gave a LINKs presentation.</p> <p>b. <b>CAVS Community Breakfast, 30 September:</b> Gill had a LINKs display</p> <p>c. <b>Southend College Freshers' Fair, 8 October,</b> LINKs promotional display Gill and Sharon</p> <p>d. <b>SEPT Event for LINKs, 'Improving Access to Psychological Therapies' and 'Our Secure Services': 23 October, 10.00-12.30, The Lodge, Runwell.</b> If you would like to attend but haven't registered please telephone Sharon or Gill. 01702 350477 or 350479</p>	
8	<b>Planned presentations for our future meetings – to note</b>	<p><b>11th November:</b>  <b>Hospital Discharge Process:</b> Sandra Steeples, Discharge Manager, Southend Hospital and Paul Mavin, Community Social Work Teams &amp; Safeguarding, Southend Borough Council</p> <p><b>9th December:</b>  <b>Podiatry and other services:</b> Pam Sabine, Director of Specialist Services and Head of Podiatric Surgery, SEE NHS</p> <p><b>13th January 2010:</b></p>	

		<p><b>How information technology helps patients:</b> Marlene Winfield, OBE Director for Patients and Public at NHS Connecting for Health.</p> <p>Ideas for future presentations were also suggested by members;</p> <p><b>10th February 2010 – Strategic improving information programme</b> – Alan Allman Assistant Director DH Strategic Improving Information Programme.</p> <p><b>Future presentations</b> Lynne Collins suggested that someone from the Essex CFS/M.E. (Chronic Fatigue Syndrome / Myalgic Encephalomyelitis) service could come to make a presentation. Action Committee</p> <p>Tony Wright suggested a presentation about the Message in a Bottle scheme the Essex Ambulance Service has been running since 2001. Action Committee</p>	<p>Cttee</p> <p>Cttee</p>
9	<b>Any Other Business</b>	<p>Margaret reminded members of the SEPT Event for LINKs, 'Improving Access to Psychological Therapies' and 'Our Secure Services' taking place on 23 October, 10.00am -12.30pm at The Lodge, Runwell.</p> <p>Harry said that advertising for the meetings needed to be widened to increase attendance. He suggested that we should look in to advertising the meetings in the local press.</p> <p>Essex County Council &amp; Southend Borough Council have developed a draft protocol relating to how the two local authorities will work with the LINK. This will be discussed at 19<sup>th</sup> October SBC Council meeting when Harry presents the LINK to the HOSC.</p> <p>Members were asked if they were happy for the current schedule of meetings i.e. 2<sup>nd</sup> Wednesday of the month and 2pm - 4pm to continue so that venues could be booked for next year. No objections were stated.</p>	<p>GD/SC</p> <p>GD/SC</p>
16	<b>Times &amp; dates of next meetings</b>	<p>The next meeting will take place on: <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>Future meeting dates:</b> <b>Wednesday 9<sup>th</sup> December 2009</b> 2pm -4pm The Hollywood, 140 Shipwrights Drive, Thundersley, Benfleet, Essex, SS7 1RF.</p> <p><b>Wednesday 13<sup>th</sup> January 2010</b> 2pm – 4pm Civic Centre, Victoria Avenue, Southend on Sea, Essex, SS2 6ER.</p> <p><b>Wednesday 10<sup>th</sup> February 2010</b> 2pm – 4pm SAVS 29-31 Alexandra Street, Southend on Sea, Essex, SS1 1BW.</p>	