

**MINUTES**

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

Date and Time                      18th February 2009    2pm – 4pm

Location                              Salvation Army, Hadleigh Temple, (George’s Hall), 146-148 London Road, Hadleigh, Benfleet, Essex, SS7 2PF.

Organiser                              Gill Dawson                              Sharon Cohen (minute taker)

**Attendees:** Harry Chandler, Eddie Camp, Michael Bull, Gordon Browne, Margaret O’Connor, Alan Grubb (Resident Association Westborough), Irene Grubb (Resident Association Westborough), Gareth Gault (St Luke’s Healthy Living Centre CIC), Nicky Hart (NHS SEE) from 2.30pm, Lesley Vale (PALS Southend University Hospital), Hilary Lister, Ron Kennedy (Southend Hospital Trust), Tony Wright (Ambulance Trust User Group), Elaine Blatchford, Beryl Furr (NHS SEE) half an hour only, Linda Cook, Paul Beckers (OPA) Mary Beckers (OPA), Mary Green, Barrie Andrews, Brenda Smith (Resident Association Westborough), Teresa Jago (Alzheimer’s Society), Julie Lockhart (Essex Cardiac and Stoke Network), Temi Awoyinfa (Alzheimer’s Society), Martin Emery (Southend University Hospital), Toni Dowley (Involving Essex), Angela Garrard, Dave Poulten, Ron Alexander.  
 LINK Staff: Gill Dawson (LINK Project Coordinator), Sharon Cohen (LINK Project Administrator).

	<b>Topic</b>	<b>Discussion</b>	<b>Action by who/when</b>
1	Welcome & Introductions	Harry welcomed everyone to the meeting.	
2	Apologies for absence	Trevor Johnson, Cliff Wallace, George Malinowski (Turning Tides (SAVS), Tony Le Masurier (SAVS), John Mills, Sue Fraser Betts, Peter Stroudley.	
3	Declarations of potential conflicts of interest	Eddie Camp – Governor Southend Hospital, Ron Kennedy – Non Exec Director Southend Hospital, Beryl Furr – Non Exec Director SEE PCT Angela Garrard (Health & Social Care work for SEE).	
4	Approval of Minutes of previous meeting (20.01.09) & matters arising	<p><b>a)</b> The minutes of the previous meeting were approved, subject to the following changes:</p> <p>i) Page 4, section 9, the Arms houses should have read Alms houses.</p> <p>ii) Page 4, section 9, Alan Grubb’s surname should have two b’s.</p> <p><b>b)Matters Arising:</b></p> <p>i) Alan Grubb raised the issue of Fairway Medical Centre and suggested that there were still a lot of patients that hadn’t reregistered. It was stated that most patients had re-registered and that some of the patients that hadn’t had moved out of the area. Harry Chandler asked anyone with any further issues regarding this</p>	ALL

		<p>matter to let Sharon &amp; Gill in the LINK office know.</p> <p>ii) Gareth Gault stated that he has written to Jenny Owen at Essex County Council to establish contact regarding Social Care. He is still awaiting a reply and will chase this up.</p>	GG
5	LINK Organisation	<p><b>Proposed revised LINK structure</b></p> <p>Members agreed that this item needed to be thoroughly reviewed and that other items should be delayed to the next meeting should there be inadequate time to cover them.</p> <p><b>Requests for members' suggestions</b></p> <p>Further to the request at last month's meeting that members should provide suggestions about the structure of the LINK, Harry Chandler stated that we had had no suggestions put forward by members about a changed structure of the LINK.</p> <p>To ensure that proposals could be put to members, Harry formed a small committee comprising the Chair, Vice Chairs, Gareth Gault and Gordon Browne to review all possible arrangements. The committee met twice and concluded that the preferred way of working was to increase the capacity of the committee by increasing committee member numbers and to simplify the committee structure by having a chair and one vice chair. The committee felt that this was necessary as the amount of work expected to be performed by the LINK had increased dramatically compared with the old PPI Forums (an increase of a factor of 5, that is, 3 NHS Trusts and 2 Local authorities and substantial increase in the type of work needed compared with the previous abolished PPI Forums). A new way of working was necessary and of critical importance. The proposal is to have a total committee size of 7 members including Chair and Vice Chair.</p> <p>The proposed structure together with supporting information had been circulated to the members before this meeting. As there had been no comments, Harry asked members if he could assume that members were comfortable in principle with the proposals made by the committee subject to a presentation of the implications and details of the proposal.</p> <p>This proposal was then carried. He suggested that this meant that members are reasonably happy with the ideas put forward by the committee. All agreed.</p> <p>Harry then presented the tabled document about the future structure of the south east Essex LINK locality group. He asked members to raise any queries or objections as they arose.</p> <p><b>The duties and responsibilities of the Chair, Vice Chair and Committee members</b></p> <p>Harry delivered a flip chart presentation that had been prepared from the document already sent to members.</p> <p>This detailed what the Chair, Vice Chair and Committee members were expected to do to increase the LINK capacity and capability. Each item was covered individually and time was left for members to comment on each item. See attached for details.</p> <p>The presentation elicited considerable helpful comments from the members. The members raised no objections, but there were numerous requests for clarification of several points. Each point was clarified individually. The debate lasted for approximately 1.5 hours. At the end of this part of the agenda, members confirmed they were comfortable with the proposed arrangements subject to additions to paragraphs 15 and 17. (These are shown in bold form in duties and responsibilities). see below.</p> <p><b>Detailed discussions</b></p> <p>Ron Kennedy suggested that the working parties and project</p>	

		<p>groups should elect their own spokesperson &amp; Chair. He would like this added to the structure proposal. Harry stated that the proposal did not cover the sub committees. Sub committees were to be set up in the future depending on need.</p> <p>The proposal was that each Committee member plus Chair and Vice Chair would be responsible for a group of projects. With the agreement of the members, as many sub groups/sub committees could be created to fulfil the needs of the local population. It was anticipated that each project would have a finite length and that the committee system would be flexible. Ron Kennedy asked if it would be possible to have the committee gender balanced. Harry stated that each person elected would be viewed by the members as an individual. The result of the election would therefore be the result of self nomination followed by a membership vote. Accordingly, it is possible to have a committee membership made up of all female or all male. The outcome would depend about the vote at the meeting as each meeting was required to make any decision in a public meeting.</p> <p>Harry considers that is highly desirable to have representation that committee members come from across south east Essex to ensure that the interests of the whole population are protected, it is highly desirable that the committee reflects the people of Rochford, Castle Point and Southend as their issues can be and are likely to be different.</p> <p>Margaret O'Connor thought that it was important to maintain links and to be embedded in the decision making process. She would like this added to the organisational structure (re point 15) Ron Alexander said that he may be able to help with social care aspect. Considering sub committees, Gordon Browne suggested that the make up of the committee would be decided by the members. Julie Lockhart said that members need to have enthusiasm and commitment and that we need to be realistic and let people know how much time will be spent on projects.</p> <p>It was decided that a consensus was needed and then we would need to move onto the process of nomination &amp; election.</p> <p>Ron Kennedy proposed the structure proposed by the committee Tony Wright seconded the proposal.</p> <p>Harry raised the issue about the length of membership of the committee. He said that there would be a review of the operation of the LINK before April 2010 conducted by the committee followed by a public meeting to elect members to the new committee</p> <p><b>Review meetings</b></p> <p>An annual general meeting or equivalent is required to approve an annual report, expenditure, changes to the constitution and any modifications to the operation of the LINK.</p> <p><b>Co-opted committee members.</b></p> <p>All members could be co-opted as and when needed to join sub committees.</p> <p><b>Involvement with Essex County Council</b></p> <p>Paul Beckers asked if we have any representatives for the Essex County Council Health &amp; Overview Scrutiny Committee. Harry responded that we don't have anyone at the moment. A presentation was made to the Countywide group but we don't have a link for this yet. Harry stated that the Countywide group were remiss about not having made the contact yet, and will raise this with the Countywide group.</p> <p>A discussion ensued regarding this issue and Gordon Browne agreed to draft a letter to Essex County Council to express a concern that we are not currently being actively involved with them</p>	<p>HC</p> <p>GB</p>
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		<p>and that we would like to develop a relationship so we can work on both holding social services to account and service commissioning.</p> <p><b>Process of the election at the next meeting</b></p> <p>Members were asked to nominate themselves for the position they would like to be considered for (Chair/Vice Chair/Committee member). Members who wish to be considered will need to provide a brief biography before the next meeting.</p> <p>Martin Emery asked if an individual could vote if they were not at the next meeting. Harry responded that you would need to be present to vote as the decision would need to be made in public. A discussion ensued regarding what the biography should include. It was agreed that a template should be provided for each position giving the number of words and requirements. It was suggested that the template should include name, contact details, position applied for, 2<sup>nd</sup> position applied for, brief summary of health &amp; social care experience and that this should be limited to 100 words. The biographies would need to be circulated to all members prior to the next meeting. This should happen at least 1 week prior to the meeting on the 11<sup>th</sup> of March. Completed self nomination forms will need to be submitted to Sharon or Gill at the Southend LINK office no later than 4.30pm Tuesday 3rd March 2009.</p> <p><b>Approval of arrangements</b></p> <p>Harry proposed that the voting process will take place at the next meeting Gordon seconded it.</p> <p>This was agreed by all.</p> <p>To ensure a fair outcome, it was suggested that the process is scrutinised from outside the area.</p> <p>The meeting agreed that Gill should approach Anne Villegas or one of the other LINK employees that do not live in Essex or are directly involved with the work of south east Essex to identify and recommend a suitable person. Gill will arrange for this to happen.</p>	<p>GB/HC</p> <p>ALL</p> <p>GD</p>
6	Healthcare Commission – Annual Health Check	<p><b>a) NHS South East Essex PCT</b> A meeting with the PCT has been confirmed for the 2<sup>nd</sup> of March 2009.</p> <p><b>b) Southend Hospital University NHS Foundation Trust:</b> A presentation has been confirmed with Martin Emery at 1pm Thursday, 19<sup>th</sup> February 2009.</p> <p><b>c) South East Essex Partnership University NHS Foundation Trust: Patrick Geoghegan’s Summary of Actions Agreed</b> No date has been confirmed yet. Harry asked if Gill could chase Patrick.</p>	GD
7	Social Care	Due to a lack of time this matter was not discussed.	
8	Progress on Projects	<p><b>a) Mapping health and social care assets</b></p> <p>The PCT is to purchase two maps one will be hard backed and framed and the other will be laminated for use by LINK members. Nicky Hart confirmed that the maps will be lent to the LINK for the duration of the project. Harry stated that we need volunteers to plot the health and social care assets. They will be indexed on cards and then transferred onto a database. Gareth Gault advised that the list of health and social care venues is available on the PCT website on the draft 5 Year Estate Strategy as an appendix. Members may find this useful. The choice of database management software is to be discussed with CEMVO technical people. Members felt that a geographic information system was likely to provide a preferred solution as a visual picture was needed</p>	

		<p>and in addition, this approach was likely to enable the “needs” project to map their data on the health and social care assets of south east Essex. Harry to follow up.</p> <p><b>b) Needs assessment (ward profile)</b> Margaret O’Connor will be circulating a summary. The project has been turned down for funding from Castle Point Borough Council. They will be applying for funding from Southend Borough Council. Joint Strategic Needs from Essex County Council are very interested in being linked with this. Essex County Council will help with plotting the areas. The PCT are also offering to help with the needs analysis by several of its people. Details to be confirmed.</p> <p><b>c) Carers’ Services</b> Peter Stroudly was due to speak on this matter but had given his apologies for not attending the meeting. It was suggested that this matter was going well. 1600 surveys had been sent out and Southend-on-sea Borough Council is awaiting responses. (Most responses have now been received). The next task is to analyse the data and provide reports to the council HOSC.</p>	<p>HC</p> <p>MOC</p> <p>HC</p> <p>PS HC</p>
9	Consultations / Discussion Documents	<p><b>a) Proposal to reduce SEPT beds</b> No input has been provided by members to permit a response to the letter from SEPT. Harry requested all members to re-examine the SEPT proposals and send comments to Gill and Sharon No further discussion took place. This has now become urgent.</p> <p><b>b) GP ‘084’ numbers</b> We have had some dialogue with the PCT regarding this issue. To help the PCT, we need to supply evidence, not opinion and provide the PCT with quantified data. Margaret O’Connor is leading on this.</p> <p><b>c) Proposed Strategic Plan for NHS South East Essex 2009-2014 (This matter was discussed during point 5)</b> The PCT has proposed a reorganisation of NHS services in south east Essex. Several documents have been produced by the PCT to assist the consultation process in south east Essex Harry asked for members input regarding the Proposed Strategic Plan for NHS South East Essex 2009-2014. The summary of the draft document was tabled. The PCT have 5 locality meetings for the Draft Strategic Plan arranged in various locations (details can be obtained via the PCT or through the Southend LINK office). Beryl Furr stated that the PCT are happy to set up additional presentations for groups or organisations that wish them to do so. Harry stated that the intention of the proposed 5 year plan is to place NHS services within easier reach of the local population. A thorough public consultation is needed to get the public’s views on the proposals. The Strategic Plan is to ensure that the needs of the population are met, it is important that the LINK comments formally and needs to be involved in the process.</p>	<p>All</p> <p>MOC</p> <p>All</p> <p>HC GD</p> <p>HC MO’C EC MB</p>
10	Essex & Southend LINK Launches	<p><b>a) Countywide Launch, 24<sup>th</sup> January 2009</b> Harry stated that the event had not attracted many new members. This was a pity in the light of the huge amount of effort put into making the event a success.</p> <p><b>b) South East Essex Locality Launch</b> Gill tabled some ideas for the locality road show/publicity event. Members are asked to comment or come up with any ideas as soon as possible. Please contact Gill or Sharon at the LINK office as soon as possible. The objectives of the roadshow are to attract members and to raise the profile of SEE LINK in our locality. Harry is preparing a SEE LINK presentation to assist with the process. This is likely to be based on a generic presentation being prepared</p>	<p>ALL</p> <p>HC</p>

		<p>by the co-ordination group. Members will need to assist with the roadshow to make sure that it covers as much of the SEE LINK area as possible and concentrates on the difficult to reach people of the locality. We will need to learn the lessons from the countywide launch to ensure the roadshow meets its objectives.</p>	All
11	Any other business	None arose.	
12	Date & Place of Next Meetings	<p>Members suggested that a calendar of meetings should be provided to cover the next year. Members were asked if the 2<sup>nd</sup> Wednesday of the month was agreeable. Summer meetings to be held in the evening and Winter ones during the day. All agreed.</p> <p>Wednesday 11<sup>th</sup> March 2009 2pm – 4pm at SAVS 29-31 Alexandra Street, Southend on Sea, Essex, SS1 1BW.</p> <p>Wednesday 8<sup>th</sup> April 2009 2pm to 4pm at Lake View Hall, Winter Gardens Primary School, Hilton Road, Canvey Island, SS8 9QA</p> <p>Tuesday 12<sup>th</sup> May 2009 2pm – 4pm at SAVS 29-31 Alexandra Street, Southend on Sea, Essex, SS1 1BW.</p> <p>Wednesday 10<sup>th</sup> June 2009 7pm – 9pm Under Spire Room, Holy Trinity Parish Centre, Hockley Road, Rayleigh, Essex, SS6 8BB.</p> <p>Wednesday 8<sup>th</sup> July 2009 7pm – 9pm at SAVS 29-31 Alexandra Street, Southend on Sea, Essex, SS1 1BW.</p> <p>Wednesday 12<sup>th</sup> August 2009 7pm – 9pm Under Spire Room, Holy Trinity Parish Centre, Hockley Road, Rayleigh, Essex, SS6 8BB.</p> <p>Wednesday 9<sup>th</sup> September 2009 2pm – 4pm at SAVS 29-31 Alexandra Street, Southend on Sea, Essex, SS1 1BW.</p> <p>Wednesday 14<sup>th</sup> October 2009 Location TBC</p> <p>Wednesday 11<sup>th</sup> November 2009 2pm – 4pm at SAVS 29-31 Alexandra Street, Southend on Sea, Essex, SS1 1BW.</p> <p>Wednesday 9<sup>th</sup> December 2009 The Hollywood, 140 Shipwrights Drive, Thundersley, Benfleet, Essex, SS7 1RF.</p>	