

MINUTES

ESSEX AND SOUTHEND LINK: SOUTH WEST ESSEX LOCALITY

Date and Time Wednesday 6th August 2008 6:30pm – 8:30pm
Location Laindon Community Centre, Basildon
Organiser Fahmida Ali

Present: Stan Wynne – Deputy Chair Board of Governors, Basildon Hospital (SW); Maureen Dann (MD); Marlene Moura (MM); Robert Spiteri (RS); Charles Novis (CN); John Mills (JM) & Michelle Lewis (ML) – PohWER ICAS, Anne Villegas – CEMVO (AV); Marilyn Lambert – CEMVO (MKL); Geraldine Howland – CEMVO (GH)

Apologies: None were received

	Topic	Discussion	Action by who/when
1	Welcome and Introduction	AV welcomed everyone to the meeting and discussion followed regarding facilitation and chairing roles within the group. It was agreed that for this meeting AV would facilitate.	
2	Future ways of working to include:	<p>AV spoke about the other locality group meetings and how each group had done something slightly different.</p> <p>Discussion about possible work programmes for the South West Essex group followed and topics which were raised for consideration included:-</p> <ul style="list-style-type: none"> • Community pharmacy • Ambulance services • Obesity management <p>Discussions around the process for items to be considered followed and it was agreed that a possible method could be that one member takes a</p>	

		<p>project forward and produces an information/report appropriately.</p> <p>JM & ML - ICAS – asked if there was any information that this group would like to be brought to meetings? The group felt that this was too early and it would be helpful to have the information from ICAS in a format which was useful and could be used to inform the group as previous ICAS information was not useful or informative. The report produced by the PALS (Patient Advice and Liaison Service) leads was a more useful report in terms of the information which was captured. It was felt that this needed to be discussed further by the group. JM advised the meeting that he attends other groups and meetings and can ‘fly the LINK’ flag at those meetings and advise regarding points of contact. It was pointed out that the group also needs to take into account border issues in particular with regard to the Thurrock area.</p> <p>An upcoming consultation was discussed around Pharmacy Services and the point of contact was Caroline Humphries, East of England SHA Pharmacy. RS informed the group that this was an area which required consideration.</p> <p>It was agreed by the group that one of the first things which all members could be involved with could be a newsletter. The newsletter could outline the current members and their interests and areas of knowledge and expertise. This would also serve as a paper which could be circulated and used as a flyer advertising the SW LINK.</p>	
3	Expression of interest regarding participation in the countywide group	<p>It was agreed by the group that the following representatives would stand until Jan 2008 and then the situation would be reviewed.</p> <p>CN – as Chair and representative on the countywide group SW - as Vice Chair and an individual representative on the countywide group RS - will be a stand-in representative</p>	
5	Expression of interest regarding participation	<p>MM nominated to be the representative to sit on this group.</p> <p>A suggestion was made regarding PohWER ICAS</p>	

	n in the launch of the LINK event	presenting at the event.	
5	Expression of interest regarding a financial liaison representative for the group	MD nominated to be the representative to sit on this group. A question was raised regarding rollover facilities into the next financial year? This will be raised at the performance meeting with Essex CC and Southend on Sea DC.	AV
6	Vote regarding naming of members of the LINK – members / participants	The voting was as follows:- Members - 5 Participants - 0	
7	Facilitator / chair for the next meeting	CN would Chair the next meeting. .	
8	Venue and timing of the next meeting	Interim meeting will be held by members and members will organise this amongst themselves. They will contact CEMVO only if a venue is required. One of the purposes of the group meeting is to look at dates and suitable venues and formats for future meetings.	
9	Any other business	Expenses sheets taken by attendees. Governance and policy documents made available also to the group.	