

# MINUTES

## ESSEX AND SOUTHEND LINK: BASILDON LOCALITY MEETING

Date and Time 13/05/08 at 18:30pm -21:00pm

Location Basildon Civic Centre

Organiser Essex County Council

**First and Last Name:** Anne Villegas (AV) Interim Project Manager; CEMVO, Joyce Sweeney (JS) Public Engagement Manager; Essex County Council, Sharon Wheeler (SW) Strategy & Planning Manager Older Peoples Care; Southend Borough Council and 12 members of the public / LINKs

**Apologies:** -

	Topic	Discussion	Action by who/when
1	Welcome & Introductions	JS introduced everyone. The role of Essex County Council were outlined and members of the group brought up to date with information from the taskforce meeting group and the various sub-groups, Policy, Governance and Publicity.	-
2	Introduction to the Host Organisation & Matters arising	<p>JS and AV introduced CEMVO; the host organisation. JS and AV gave a brief introduction about the role of CEMVO and how it wanted to work with LINKs members to ensure that the best possible service could be delivered. Discussion followed about premises, staffing and interim arrangements. Suggestions were made on possible location of offices, and members' indicated their personal preferences amongst which were:</p> <ul style="list-style-type: none"> <li>- PCT premises at East Gate Basildon and Corn Wallis House Basildon</li> <li>- CVS premises – members' indicated that this may not be possible as space is limited within CVS / voluntary section offices</li> <li>- Various other community centre offices / voluntary groups</li> </ul> <p>Members of the group were interested to investigate the area of publicity and advertising of the LINKs and how this needs to be done fairly quickly to begin the process,</p>	-

		<p>encourage membership and advertise the LINKs.</p> <p>Members raised concern regarding payment of expenses and how this would be handled in the interim, CRB or identity checks or work programmes. Regarding work programmes a suggestion was made that discharge planning maybe a good starting point as this would involve health and social care. Members of the group all agreed that this was a good suggestion and could be workable.</p> <p>Discussion followed around equal membership of the LINK with equal portions of both members with health and social care background and interests. This was a move away from the Patient and Public Involvement Forums and needs to be addressed fairly urgently which CEMVO was clear about, and keen to involve as soon as possible members or representatives from social care groups.</p> <p>Members went onto discuss the arrangement around the Taskforce group and the various sub-groups and their roles and responsibilities. Outline was given as to their role and remit and concerns were raised about representation and how members were selected for involvement.</p> <p>Concerns were also raised about the format of the meeting and how the preferred method of operation would be to have a more structured approach and form setting with an agenda and papers for discussions. Apologies were given by JS and AV that this had not happened this time as there had been a miscommunication around the format of the meeting.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>
3	Next Steps	<p>- Date of next meeting scheduled 10<sup>th</sup> June 2008.</p>	