

## MINUTES

### ESSEX AND SOUTHEND LINK: WEST ESSEX LOCALITY GROUP MEETING

Date and Time                      Wednesday 17<sup>th</sup> September 2008, 2:30 – 4:30 p.m.

Location                              Lecture Theatre, Birchwood House, St. Margaret's Hospital,  
 Epping, Essex CM16 6TN

Organiser                              Marilyn Lambert

**Attendees:** John Carr – Chairman (JC), Ken Hearn – Vice Chairman (KH), Gillian Ramshaw (GR), Heather Paget (HP), David Paget (DP), Martin McAleer – PohWER ICAS (MMc), Sheila Bass – Waltham Forest LINK (SB), Linna Howard – Princess Alexandra Hospital PPI & FT (LH), Jean Chappell – Vale House (JCh), Sheila Jackman – Governor NEPFT (SJ), Andrew Smith – Governor – NEPFT (AS), Goranka Gudelj – British Humanist Association (GG), Peter Blackman – Chairman, Countywide Group, Essex & Southend LINK, (PB), Chris Hudson – MOP (CH), Marilyn Lambert - CEMVO (ML)

**Apologies:** : Leigh Fleming – WE PCT, Bill Rammell MP, June Bevan – WE PCT, Paul Cook, Ann Nutt – Vice Chairman West Essex Locality Group (AN), Sue Sumner – CVSU, Anne Villegas – CEMVO

|   | Topic                                  | Discussion  | Action by who/when |
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| 1 | <b>Welcome and introductions</b>       | <p>The meeting commenced with round robin introductions.</p> <p>JC explained what areas in Essex were covered, and about the countywide group. Thurrock was currently in the process of appointing their host for the LINK and an update would be given at the next meeting.</p> <p>JC gave a brief description relating to the Governance arrangements of the LINK and emphasised the need for all to work from the same starting point.</p> |                    |
| 2 | <b>Minutes of the previous meeting</b> | <p>SJ – raised concerns about the Harlow Walk-In-Centre issues, and that there was planned to be a GP led health centre in each PCT area with opening times from 8 a.m. to 8 p.m., 7 days a week, 365 days a year.</p>  |                    |

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| 3 | <p><b>Matters arising not contained within this agenda:</b></p>     | <p><u>Chairman</u> - JC advised the group that he had been nominated as the Chairman for an initial 6 month period and this would then be reviewed. He went on to say that he also represents the locality group at the countywide group. He also attends the Health Overview and Security committee.</p> <p><u>Joint Vice Chairman</u> - KH and AN both nominated for an initial 6 month period and this would also be reviewed. AN is well informed relating to Social Care issues and her contribution will be highly valued. Informed by LH that AN was also a member of the Patient Council at the hospital, and other groups. GR seconded AN's nomination as Joint Vice Chairman of the LINK group.</p> <p><u>Countywide Group Representation</u> – PB is Chairman of the Group. There will be issue and themed groups for each locality group and these would be both short and long term. The themed groups would also feed into the countywide group.</p> <p><u>Links Leaflets</u> – the LINK logo has now been included on all the new Expressions of Interest forms.</p> <p><u>Governance Structure</u> – PB explained this issue and the agreements made at the Inaugural Meeting of the Essex and Southend LINK held on 28<sup>th</sup> June 2008, i.e. five Locality groups and one countywide group. It was also agreed by participants that there would be two offices with one based in Southend and the other in Chelmsford. An early November date was being looked at for occupation however this was subject to all leases being signed.</p> <p>Anne Villegas has recently been appointed as the Project Manager for the Essex and Southend LINK. Further interviews would be taking place over the next week for the remaining 9 posts. PB stressed the need for participant's patience and understanding and for consideration regarding the limited resources available to all at this time until staff and premises are all on board.</p> <p><u>CEMVO Terms of Reference</u></p> <p>Essex County Council and Southend District Council awarded the contract for the Essex and Southend LINK to CEMVO. The role of Essex CC and Southend BC is now in a performance monitoring role. Performance meetings are now taking place on a regular basis and a performance structure is being set-up. PB was also meeting with both Councils for discussions from a member point of view.</p> <p>SJ – asked if there was a contract document to view – PB this is commercially sensitive, but perhaps an extract could be provided.</p> <p>JCh -<u>Vale House</u> will be opening a rehabilitation and in-patient facility for young people with drug and alcohol problems at Passmores House, Harlow in April 2009 and leaflets were handed out.</p> | <p>Ask AV</p> |
| 4 | <p><b>Recruitment, Induction &amp; Expectations of Members.</b></p> | <p><u>Contacting Service Users for Social and Health Care Services</u></p> <p>JC - AN has experience and background with Social Care, it is anticipated that this will provide the West Essex locality group with access, expertise and understanding of Social Care.</p> <p><u>Contacting Social and Health Care Service Providers</u></p> <p>PB – a question was raised with regard to LINKs working with the various trusts however this had not been determined yet and it was something which would have to be worked on. The aim of the LINK is not to replicate the PPI Forums.</p>   |               |

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| <p>5 <b>Any other businesses</b></p> | <p><u>Launch of LINK for Essex and Southend</u><br/> PB spoke about the formal launch of the Essex and Southend LINK and it would concentrate demonstrating that the LINK was 'up and running'. The event would probably be held towards the end of January 2009. The main event would be in central Essex with smaller roadshows around the locality areas. PB also paid tribute to Essex County Council and Southend District Council for their valuable contribution to the project.</p> <p><u>Newsletter</u><br/> It was envisaged that a monthly newsletter could be issued from October with a move towards weekly later in the project. Each locality would be asked to contribute to this. .</p> <p><u>ICAS</u><br/> MMc – offered to do a presentation to explain the role of ICAS and supplying information on general complaints in the NHS. He confirmed that there was no equivalent in the social care area, but in the future this could move towards a combined role.</p> <p><u>Whipp's Cross Hospital/PCT LINK</u><br/> SB – Concerns were raised relating to the Whipp's Cross LINK, this group only has 1 person employed in the volunteer centre and this was the host. As Whipp's Cross borders with Essex and Redbridge &amp; Waltham Forest, the 'blurred' borders issue was raised again, and it was agreed to work more closely together as many Loughton residents use Whipp's Cross. SB explained her background and her previous role as the Chairman of the PPI Forum for Whipp's Cross. SB explained that she lives in Chigwell and could also join the West Essex LINK and still be the contact with the Redbridge and Waltham Forest LINK. SB agreed to take Essex and Southend leaflets (when available) to Whipp's Cross Hospital for Essex patients, and inform the groups working with the trust about the Essex group, to encourage joint working</p> <p><u>Border Issues</u><br/> PB – Essex &amp; Southend LINK group has now been set up. Thurrock will be starting up shortly. It was generally agreed that there is a need to work in partnership and collaboration, especially as the PCT commission the services.</p> <p><u>Consultation Documents</u><br/> PB - made a submission on behalf of the LINK's<br/> On the initial consultation about pan Essex neonatal services. This followed a very helpful public consultation meeting held on 1 September 2008 in South Woodham Ferrers which was attended by some LINK participants/members, including CH and Lew Schnurr. The submission includes all the issues and points raised in writing to PB beforehand and those made during the consultation meeting. CH was a great help and concurred with everything raised. He particularly asked that the following points be emphasized:-<br/> ALL five of the Essex hospitals should be brought up to Level 2, and Essex should engage in partnership with the Addenbrookes and NE London neonatal networks</p> <p>Other consultations taking place currently are as follows:<br/> Towards a strategy to support volunteering in health &amp; social care;<br/> Closing date 30 September 2008;</p> | <p>ML to check availability re leaflets</p> |
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|   |  | <p>Safe, Sensible, Social; about reducing alcohol related ill health &amp; crime; Closing date 14 October 2008;<br/>and, the NHS Constitution; Closing date 17 October 2008;<br/><u>Breast cancer screening And Neonatal &amp; Children</u> – CH – the recommendations for tertiary neo-natal care for Essex go to the Specialised Commissioning Group this week and thence to public consultation. There may be an attempt to limit the affiliation of PAH to only one tertiary centre. As West Essex is extremely long, it is not acceptable that women, babies and their families should have to travel from Loughton to Cambridge or Uttlesford to Homerton so that double affiliation for West Essex is a must. The LINK should respond accordingly, both corporate and individual.<br/>Breast cancer screening; Healthcare Commission said we had to make an official local complaint first. This was submitted to PAH at the end of July, was acknowledged in September and to date"(21st) has not received a response.</p> <p>SJ – Despite wide publicity of this meeting, it was disappointing to see such a small number of people in attendance. The same people can't be expected to do all the work. Perhaps the timing of the meetings could be an issue – this could be varied to enable everyone to be accommodated.</p> <p><u>Long Term Conditions</u><br/>GR – will be attending meeting at the end of November 2008, after which she will provide a report.</p> <p>JC thanked PB for his valuable contribution, and everyone for attending.</p> | <p>JC,KH &amp; AN to discuss</p> <p>GR</p> |
| 6 | <p><b>Date and place of next meeting</b></p> | <p>To be arranged.</p>   | <p>JC, KH &amp; AN to discuss</p>          |

