

MINUTES

ESSEX AND SOUTHEND LINK: WEST ESSEX LOCALITY MEETING

Date and Time Tuesday 5th May 2009 – 7:00pm – 9:00pm

Location Foakes Hall, Great Dunmow

Organiser Julie Harkus / Fahmida Ali (Minutes)

Attendees: John Carr – Chairman, Ken Hearn – Vice Chairman, Andrew Smith, David Bamber, Vera Bamber, Roy Howland, Susan Whitlock, David Paget, Margaret Fitch, Peter Fitch, Sheila Jackman, Goranka Gudelj, Vicky Smith, Michael Walker, Alice Reynolds, Sandra Walker.

	Topic	Discussion	Action by who/ when
1	Welcome Intro & House-keeping	John Carr, Chairman, welcomed everyone to the meeting and introduced Julie Harkus, Area Coordinator and Fahmida Ali, Administrator. House keeping for the venue was carried out by Julie Harkus.	
2	Approval of minutes of previous meeting – 3 rd April 2009	Micheal Walker attended the previous meeting and this was not included. The minutes were approved by Ken Hearn and seconded by David Paget.	FA
3	Matters Arising	Page 4 item 6, Neonatal Consultation - John thanked Chris Hudson for submitting a response for the Neonatal Consultation on behalf of the West Essex locality.	
4	Approval of governance document - attached	<p>David Paget was approached for comment as he sits on the virtual Governance group. David explained that he has seen various versions of the document. As the LINK does not have a constitution this document is important. John mentioned that the governance document is reviewed on a regular basis and is altered if necessary.</p> <p>David suggested adding the following to the end of paragraph 5 - 'To avoid any possible clash of interest, employees of the host organisation will not be entitled to vote.'</p> <p>On page 4 (third paragraph from the bottom) David suggested adding at the end '.....will meet at least quarterly. '. The final full stop needs to be removed and the sentence to continue: ' initially, but in time, as the</p>	

		<p>locality groups become more established, they could take over many of the functions of the Countywide Group in ratifying the decisions and recommendations of the Countywide Coordinating Group in accordance with paragraph (c) below. It is recognised that wherever the Countywide Group (which, by definition, is a meeting not only open to the whole public, but also one where each member of the public is entitled to vote, in keeping with the fifth paragraph under '1. General Principles' above) meets, it will always be harder, for travelling reasons alone, for the vast majority of Essex and Southend LINK members to attend it than for them to attend one of the five locality group meetings covering the same total geographical area. If the Countywide Group is poorly attended for this reason, some of the policy decisions it could be required to make could start to disempower the five locality groups who will together be far more representative of the overall LINK membership within that geographical area. David went on to explain that nevertheless, there will always be some decisions which are best made at a Countywide Group meeting, such as the election of relevant members of the Countywide Coordinating Group and the presentation and approval of the annual report for the previous year (including the statement of accounts for that year, revised expenditure estimates for the current year and expenditure estimates for the coming year). As indicated under "5. Arrangements for terms of office" this effective Countywide LINK Annual General Meeting would be held annually in June, so there would always be at least one Countywide Group meeting each year</p> <p>Page 2 (last paragraph, line 2) – ‘contracted’ should be changed to ‘contracting.’ Page 4 – delete ‘will’ and amend ‘confirm’ to ‘confirmed.’ Page 5 (paragraph 4) – amend ‘these’ to ‘All of the above.’ Page 5 (paragraph 5, line 1) – ‘may have to’ should be changed to ‘must’; as this is too vague. Page 7 (paragraph 7) – add ‘and will be subject to election annually’. Page 11 (line 3) – should include the word ‘on’ after ‘spent.’</p> <p>David Paget was asked to put these changes in writing to Julie Harkus to ensure accuracy. John explained that the changes will be incorporated after receiving comments from all the other localities. Members present approved the document subject to the above changes.</p>	DP
5	Mapping exercise for West Essex Locality – Roy Howland	<p>Roy Howland explained that he is mapping organisations related to Health & Social Care. The research is still ongoing and they can be good contacts for advertising meetings. Julie mentioned that Uttlesford CVS advertised this meeting to their Health and Social Care Forum; however there wasn't anybody present. Julie will follow this up at their next meeting on 20th May.</p> <p>Sheila Jackman was interested to know how other LINKs were getting on with involvement. Julie mentioned that she had a meeting with the Cambridgeshire LINK host and that they are also having similar problems with involvement. Sheila pointed out that it seems to be a national problem. Goranka Gudelj said that she was pleased that Roy was doing mapping and that this will also be useful for people that are new to the area. Julie mentioned that it will be useful for signposting.</p>	

Roy explained that he had a meeting with John, Julie and Rosalind last Friday and it was suggested that it will be valuable to have a steering group for the locality. The steering group should analyse the documentation that is already available about service provision and make recommendations to the Chairman and locality group.

John explained that there are themed groups e.g. diabetes and discharge from hospital and that themes should be looked at as and when they arise. He mentioned that it would be useful to tap into local expertise like Chris Hudson who responded to the Neonatal consultation.

Ken Hearn commented that a lot of members of the public are still very unaware of the LINK because LINK hasn't achieved anything and a year has gone past. Julie stressed the need for a steering group to identify work for the work plan . Margaret Fitch pointed out that different people may want to sit on different steering groups.

Julie explained that the Joint Strategic Needs Assessment document (JSNA) provides analysis of data to show the health and wellbeing status of local communities. It would be a good idea for the steering group to work with Alison Cowie (director of Public Health) from West Essex PCT and identify the gaps in health and social care in West Essex.

David Bamber mentioned that there are severe problems in Harlow with regards to mental health services. Mental health service providers are not in touch with service users. The biggest problem is that it is difficult to get trusts to acknowledge this.

John asked Andrew Smith (Public Governor) to comment on mental health services. Andrew explained that one of the jobs of a foundation trust is to engage. There is now an outreach plan and this requires feedback from the public. Getting feedback from the public is a problem; however there is now a brand new membership database. Susan Whitlock was interested to know whether mental health trusts have an independent advocacy attached to it; Andrew responded that PALS was there to help mental health service users.

Ken asked whether Enter and View representatives were appointed yet. Julie updated the participants that only 3 volunteers had been appointed. They are yet to be CRB checked and sign their letter of agreement. Julie informed that there is a meeting on Thursday the 7th May to discuss the next campaign to recruit more volunteers for this role.

Participants complained that the Enter and View application form is too detailed and the questions are intimidating for ordinary people. Julie explained that the application was devised by a task group of members and that she would take comments to the meeting on the 7th.

Julie asked for volunteers to form the steering group and the following participants were appointed:

- Ken Hearn and Margaret Fitch for Epping Forest.
- Roy Howland for Uttlesford
- David Bamber for Harlow

		Julie agreed to share email contacts to get the group established.	JH
6	Health & Social Care priorities for Uttlesford	Support for vulnerable adults who aren't in the system – Susan Whitlock of Cornerstone explained that there are some adults who are not getting the right support because the relevant agencies are not aware of them. Margaret, Goranka and Susan were asked to submit an A4 paper on the problem.	MF, GG, SW
7	AOB	Susan enquired about the issue of GP questionnaires which was raised at the previous meeting. Julie and John explained that all GP surgeries administer random questionnaires and we would be repeating their work.	
8	Dates of future meetings	3 rd June 2009 7 – 9pm, Lecture Theatre, St. Margaret's Hospital, Epping. 14 th July 2009 – Harlow area 8 th September 2009 – Uttlesford area 14 th October 2009– Epping Forest area 11 th November 2009 – Harlow area	ALL

