

# MINUTES

## ESSEX AND SOUTHEND LINK

### NE ESSEX LOCALITY GROUP MEETING

Date and Time 14/08/08 at 7:00am - 9:00pm

Location Colchester Quakers Meeting House

**Attendees:**

Anne Villegas; Aymero Gebremeskel; Peter Dennis; David Stansbury; Siomon Osborne ; Harry Young; Diane Stedman; Dhirajlal Karia; Sushila Kana; Jahanara K Loqueman; Linda B Annand; Tricia Cassidy; Jill Towndrow; Carolann Jackson; Moushud Ali; Reg McKenna; Vi Haddow; Irene Miettien; Joan Howard; Janet Bennett; Hazel Law; David Evans; Marguerite Crunden; Linda Barnard

**Apologies: No apologies were received. Keith Biggar**

	Topic	Discussion	Action by who/when
1	Welcome & introductions to the host organisation	<p>AV introduced CEMVO, the host organisation and gave an update on:</p> <p>What has been achieved since the June 28 Essex and Southend LINK inauguration meeting and in particular AV briefed the meeting about premises arrangements, staff recruitment and the policy and governance documents.</p> <ul style="list-style-type: none"> <li>North East Essex LINK structure, AV clarified the arrangement to have two LINK offices in Essex North and East and five hubs across Essex.</li> </ul>	-
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		<ul style="list-style-type: none"> <li>• AV also explained the current position with regard to the staff appointments and their role. She emphasised the need for flexible working practices to work with the wider community and their organisations, not expecting people or communities to come to us and that staff will be out in the community.</li> <li>• Essex LINK job opportunities have now been advertised, in local papers and will be on the Total Essex website. Several organisations have agreed to display the advert on their website or intranet.</li> <li>• AV also informed the meeting about the staff level of the LINK offices and she emphasised that CEMVO has made effort to balance staff costs and the future work activities. She suggested that CEMVO will use all extra money on the LINKs activities.</li> <li>• Premises for the Southend LINK office have been identified</li> <li>• AV informed the meeting that CEMVO is still working on finding premises in Chelmsford for the LINK office</li> <li>• AV also informed the meeting about the four LINK locality meetings that have been held to elect a Chair and Vice Chair</li> </ul> <p>AG Briefed the meeting about the outreach work so far and future engagement and involvement plans. He drew special attention to the work that has been done to involve community organisations, user groups and hard to reach groups.</p> <p>AV invited participants to introduce themselves before starting the meeting.</p>	<p>-</p> <p>-</p> <p>-</p>
2	Electing Facilitator/	AV invited the participants to nominate the Chair and Vice Chair for the North East	

	<p>Chair</p>	<p>LINK Locality.  HL was nominated from the house for the post of Chair  HL requested clarification about how long the appointment would last  AV stated that the Chair and Vice Chair positions are until January and will be reviewed after January.  DE requested clarification about the role and responsibility of the two positions.  AV Stated that the main role and responsibilities are leading North East LINK Locality and developing a work plan for North East Essex LINK.</p> <p>KG and RM were nominated for the vice chair positions</p>	
3	<p>Future ways working to include</p> <ul style="list-style-type: none"> <li>• Work programme for the North East locality group</li> <li>• Countywide issues to be considered</li> </ul>	<p>AV invited the meeting to discuss the future working programme of the North East LINK locality group.</p> <p>AV also highlighted the LINK role in addressing social care issues and emphasised the need for greater involvement of service users from the social care sector</p> <p>JH reminded the meeting that in addition to the social care aspect, LINK should also give special attention to the tendering and commissioning process for health and social care provision.</p> <p>HY raised the issue of the local meeting environment and its suitability for members needs.</p> <p>AV informed the meeting that the LINK meeting will be held at various places and times to meet the members' needs and especially to encourage and attract more people from diverse communities. The LINK meetings will be organised to meet the needs of its members wherever possible.</p> <p>HL raised the concern about participant safety during evening meeting.</p> <p>JL raised the unsuitability of having a meeting on Saturday for many people and</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>

		<p>argued for LINK to be representative and should work to address the needs of all communities. In particular she argued not to repeat the previous mistakes of the former PPIF in neglecting the needs of the BME communities.</p> <p>DE suggested that Colchester CVS should be one of the options for a meeting venue and their database can be used as additional resource to reach diverse communities.</p> <p>HY suggested that evening meetings are not suitable for many people. Especially for elderly and people with disabilities. HY recommended that LINK meetings are held at 5.30PM HY also suggested Highwood Community Centre as a possible meeting place.</p> <p>AV reiterated that LINK meetings will be held to meet the needs of diverse communities</p> <p>JL highlighted that future LINK meetings must not sideline the ethnic minority communities by holding meetings far from their communities.</p> <p>In support of JL, DK also emphasised the importance of diverse communities' representation in LINK and holding meeting at different community centres.</p> <p>AG concluded that the future LINK work and meetings will be organised with acknowledgement and recognition of the needs of diverse groups such as hard to reach communities, user groups and BME communities' needs.</p> <p><b>Regarding the North East LINK work plan:</b></p> <p>HY highlighted the need to look into the complaints procedures in mental health provision.</p> <p>CJ highlighted that there is the limited understanding of Aspergers and Autistic</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>
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		<p>support needs and suggested that the work plan should take these into account.</p> <p>HY suggested mental health issues need more attention suggested this area should be one of the work plan items.</p> <p>JH suggested ‘advocacy’ should be one of the work plan items.</p> <p>AV suggested NE Locality LINK could follow the example of the rest of Essex locality LINK groups in responding to the local health and social care consultation.</p> <p>JH suggested responding to the consultation document could be an ideal starting point for subsequent work of the NE locality LINK.</p> <p>JL replied by saying there is limited knowledge about consultation by the BME communities and invited NE locality LINK to visit the community she represents to understand the needs of the BME communities there.</p>	
4	Vote regarding naming of members of LINK	<p>AV invited members to the vote on the naming of members of LINK as members or participant</p> <p>0 Voted to be called participant,</p> <p>13 Voted to be called members.</p> <p>By the majority vote, those taking part in the NE Locality LINK group will be called NE LINK Locality group members.</p>	-  -
5	Expression of interest regarding participating in the country wide group	<p>AV explained the composition and the role of the county-wide group and requested the participants to nominate their representative.</p> <p>AV also informed the meeting that RM currently represents the social care sector at the county-wide group. This means that one other representative can be nominated from this meeting.</p> <p>DK expressed his willingness to work at the county-wide group. HY seconded DK’s</p>	-  -

		appointment and the meeting unanimously accepted DK as the NE locality representative at the Essex and Southend LINK County Group.	
6	Expression of interest regarding participation in the launch of LINK event	AV informed the meeting about the planned event to launch LINK in Essex and invited all members to attend the launch event. The date of the launch will be communicated to all members once the date is agreed.	- -
7	Expression of interest regarding a financial liaison representative for the group	AV invited the meeting to nominate one member as a financial liaison representative for the NE locality LINK group. AV also suggested that it is preferable to nominate members with knowledge of finance. The Meeting nominated a financial liaison representative for the group.	-
8	Venue and the timing of the next meeting	<p>The chair highlighted the safety and security concerns in choosing meeting venue and the meeting time and advised the meeting to vote on the time and the venue of the of next meeting. 7 members voted for the meeting to be held in the evening and the 6 members voted to be held daytime.</p> <p>Highwood community centre and Stanway were identified as possible venues by members and CEMVO will organise the booking.</p> <p>The meeting therefore decided that the next North East Essex Locality Group LINK meeting will be held on Wednesday 10th of September 2008 at 6.30.00 pm to 8.30pm with the venue to be advised.</p>	- -