

MINUTES - Final

ESSEX AND SOUTHEND LINK – NORTH EAST ESSEX LOCALITY GROUP MEETING

Date and Time Thursday 28 May 2009 at 13.30 – 15.00

Location St.John's Highwood Community Centre Colchester, CO4 9SR

Attendees: Chair - Keith Biggar (Unites). Vice Chair - Reg McKenna (Involving Essex). Harry Young , Jim Green (Open Road)

Wondwossen Teddase (LINK Knowledge Manager), Tamanna Hoque (LINK, Administrator)- note taker

Apologies: Marguerite Jenkins (PIIP), Marguerite Crunden (PEAT), Hazel Law (Governor of Colchester General Hospital, PEAT), Peter Denis , Rosalind Peek (Research and Policy officer, Essex and Southend LINK)

	Topic	Discussion	Action by who/when
1	Welcome and Introductions	Keith Biggar welcomed everyone and started the meeting.	
2	Minutes of the last meeting	Keith Biggar read through the minutes and the meeting accepted these as an accurate record of the previous meeting. The following points require follow up: <ul style="list-style-type: none"> • Inviting Matt Bushell to a LINK meeting • CEMVO to ensure the circulation of meeting flyers to all GP Surgeries 	Tamanna CEMVO
3	Matters Arising	<p>a) Joint Strategic Needs Assessment (JSNA)</p> <p>Keith Biggar informed everyone that the last meeting of the Joint Strategic Needs Assessment (JSNA) for North East Essex was cancelled. He requested Ian Flack to find out when the next date of the meeting will be and to let the LINK members know.</p> <p>b) Patient and Public Involvement Legacy group</p> <p>Reg Mckenna said that no meeting had taken place either at County level or in the localities. He commented that all the members were unsure about the current status of this group.</p>	Ian Flack

	Topic	Discussion	Action by who/when
		<p>c) Mental Health and Substance Misuse Theme Group</p> <p>Reg McKenna raised the importance of checking as to whether there were any other Mental Health groups in North East Essex He asked Harry Young to follow up on this.</p> <p>He asked for a questionnaire to be prepared for people to identify their areas of priority. Ian Flack and Reg McKenna have agreed to prepare draft questionnaires.</p> <p>Reg Mckenna suggested that it would be good to participate in as many different meetings by the service users and said that it would help LINK to make a much wider representation.</p> <p>Keith Biggar said that Rosalind had circulated a paper on her work on Substance Misuse in the Eastern Region. He asked if this could be circulated to all LINK members. The Norfolk research showed that they don't cover Mental Health issues in their current work.</p> <p>d) GP appointments</p> <p>Reg McKenna said that he would like to contact Nileema Vaswani (Interim Project Manager) and Rosalind Peek (Research and Policy Coordinator) to discuss the possibility of the LINK conducting research on GP appointment services.</p> <p>d) Hospital Discharge Group</p> <p>Keith Biggar informed everyone that this project had been fully mapped out and it was discussed and decided at the last meeting of this group that anyone could move forward through the LINK if they face any further problems.</p>	<p>Harry Young</p> <p>Ian Flack/Reg</p> <p>Rosalind</p>
4	Update from CEMVO	<p>Wondwossen Teddase gave the following updates form CEMVO:</p> <ul style="list-style-type: none"> • The funds allocated for LINK development were available and the groups needed to apply for funding. A project application form for internal use by LINK localities is now being prepared by Ros and Charles • Nileema Vaswani is working as an Interim Project Manager and Ian Flack is dealing particularly with LINK members issues. CEMVO would take necessary steps within the next few weeks to recruit staff for the vacant posts through internal recruitment process initially. • In order to upgrade the Essex and Southend LINK 	

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		<p>website an external consultant is being approached to work on the website. .</p> <ul style="list-style-type: none"> • Wondwossen said that he had tendered his resignation from the post of LINK Knowledge Manager, but will continue to work for CEMVO in another capacity. 	All
5	Election of Vice – chairs and Countywide Representative	It was agreed to shift the election for the Vice Chair to the next meeting due to a low turn out on the day.	
6	A.O.B	<p>Reg Mckenna had expressed concerns at the low attendance. He asked to take necessary steps to ensure that the minutes and agenda for the next meeting were circulated 1-2 weeks in advance.</p> <p>A patient commissioning forum would be held on 10 June 2009 in Colchester and Reg asked to send a team to promote LINK at this meeting.</p> <p>It was agreed that more engagement and outreach work was to be done and different options were discussed.</p> <p>The impact of Dana's resignation was discussed and it was agreed that a replacement was needed as soon as possible to keep the work of the LINK moving.</p>	
7	Date and venue of the next meeting	<p>Thursday 9 July 2009 1:30 – 15.00pm Bluebell Community Centre Jack Andrews Drive Colchester Essex CO4 9YN</p>	