

BEDFORDSHIRE LOCAL INVOLVEMENT NETWORK (LINK)



D R A F T Minutes of first Board Meeting in public of Bedfordshire LINK held on Thursday 22 January 2009 at Voluntary Action Luton

Present	Norma Bartlett (NB)	
	Carl Bernard (CB)	
	Arthur Dennis (AD)	Interim Chair person
	Monika Elliott (ME)	
	Ronald Franklin (RF)	
	Raymond Gunning (RLG)	
	Arthur Hoggard (AH)	
	Karen Perry (KP)	
In attendance	Diana Blackmun (DB)	Beds County Council
	Charlotte Bonser (CJB)	VAL (Host Lead)
	Max Coleman (MC)	LINK member
	Marian Courtney (MTC)	VAL (Host)
	Nikki Dalrymple (ND)	VAL (Host)
	Trevor Gash (TG)	Member of the public
	Ron Hull (RH)	Support Worker (Advoc. Alliance)
	Vivienne Payne (VP)	NHS Bedfordshire

	Apologies for Absence	ACTION
	Ann Brown, Felicity Heseltine, Charles Robbins and Bob Smith	
1	Welcome and introductions	
	<p>CJB welcomed everyone to the meeting and said this was a momentous day for the Bedfordshire LINK. She paid credit to the work of the Bedfordshire Health Advisory Forum and the Beds County Council Social Services Reference Groups which had maintained a point of contact for the public to raise issues of concern. CJB advised of her recent change of title to the LINK Operations Manager. Everyone was asked to introduce themselves. MTC and ND were also welcomed to the LINK Support Team.</p> <p>ND gave a brief overview of what marketing/advertising events had been done so far and what we intend for the future.</p> <p>CJB advised members regarding fire evacuation procedures and housekeeping arrangements for the building.</p>	
2	CJB pointed out that a Chair person needed to be appointed, and as some Board members had still not returned their forms outlining who they would like to elect, an interim Chair should be appointed for the meeting. It was agreed that Arthur Dennis be assigned as temporary Chair.	



<p>3</p>	<p>Draft Governance for Approval</p> <p>CJB thanked TG, BS and Mike Newman (Dunstable & District Pensioners Association) for their contribution towards this Governance document and made reference to a small amendment – on page 5 under no. 6c – the i) should be deleted and the sentence should read as one.</p> <p>CJ B raised the issue that there is no mention in the Governance about co-option on to the Board. The Board agreed that co-option is needed especially in terms of the expertise and skills that this would bring to the Board. It was noted that Bedfordshire Rural CC and South Beds Community and Voluntary Services were interested in becoming co-opted members, and the Board should also consider other umbrella organisations. This was agreed and the Host would write to these organisations. Otherwise the Governance document was approved.</p>	
<p>4</p>	<p>Item 5 – Terms of Reference</p> <p>This document was agreed and approved.</p>	
<p>5</p>	<p>Item 6 – Code of Conduct</p> <p>CJB said she had used a similar format and wording for this document as the Commission for PPI in Health documentation. She pointed out that she would like to work with the Board member appointed for Governance and Personnel on the document, particularly with reference to Page 5 No. 2, Breaches of the Code of Conduct. CJB would also appreciate any other comments from the Board on the document in ample time for consideration and endorsement at next board meeting.</p>	<p>ALL</p>
<p>6</p>	<p>CJB referred to the LINK financial statement and reported there is c.£7,000 in the operational budget to be spent in this year’s budget (end of March 2009). It was agreed on the need to have a distinct Bedfordshire LINK website rather than having to go through VAL webpage in the first instance. CB explained she is researching various webpage packages. The Board agreed it is imperative to have an easily accessible method of reaching Bedfordshire LINK. KP explained how her organisation, Age Concern have created their own inexpensive web page through Mistersite. She invited LINK to view this and said a colleague may be able to support with help and advice.</p> <p>Other questions related to how the LINKs money will be allocated in light of the different unitary councils. DB from Beds County Council said it would be the Transition Board’s decision as to whether there will be any division between the unitary councils. Discussion took place about how the money will be spent if there is a division. DB explained the figure is</p>	



	<p>based on the size of the county and is weighted also on deprivation.</p> <p>It was agreed that the appointment of a Board member responsible for finance be made and operative with urgency to liaise closely with the Host organisation in respect of all financial matters.</p>	<p>ALL</p>
<p>7</p>	<p>Item 8 - Work Prioritisation Criteria and Issue Log</p>	
	<p>The use of the prioritisation criteria was examined and discussed and used when discussing the current issues on the LINK issue log. Members felt it was a good system for prioritising the issue log.</p> <p>TG referred to the Mount Vernon letter circulated to members and explained some history about the Mount Vernon Cancer Unit (a non surgical unit) and the National Cancer plan in trying to raise standards, improve communication etc. TG explained that people from South Beds, as well as Hertfordshire are initially seen by Mount Vernon and that specialist operations are conducted in London. He confirmed he had prepared the letter to Mike Richards, Cancer Czar for the Board's consideration. The Board agreed to endorse the letter and send it out on behalf of the Bedfordshire LINK. AD asked TG to work with the appointed Board member with responsibility for Governance and Personnel issues to finalise the letter.</p> <p>ME asked the Board if they had seen the NHS Constitution document which had now been published. Most members responded positively and said they had had an opportunity to respond. ME also highlighted concerns raised by the Leighton Buzzard MS Society regarding community nursing in particular relating to staffing levels. ME said the situation had improved but still needed monitoring. It was agreed to set up a working group from the LINK membership who would be prepared to monitor the situation.</p> <p>A letter from Mike Newman, Dunstable & District Senior Citizens Association had been circulated at the meeting. Some discussion took place about direct payments with specific reference to how it affects the elderly and vulnerable. DB explained direct payments are one of many options and that clients' do not need to use this route. DB said she would provide the name of someone who would speak to Mike Newman on behalf Dunstable & District Association of Senior Citizens. The board agreed to acknowledge Mr Newman's letter and advise him on which direction to take for specialist</p>	<p>TG Board Member</p> <p>CJB</p> <p>DB/CJB</p>



	<p>action if any.</p> <p>Other points on the issue log were discussed briefly particularly to do with Autism in adults and the difficulty experienced for carers when children move out of children's services into adult social services. It was agreed to invite James Robinson-Morley, lead at Beds County Council on Carers to address the Board as soon as possible as members needed some guidance on this subject.</p> <p>Discussion took place around infection control at the hospital. It was suggested a letter be written to the hospital following the November 2008 visit to check whether hand-basins had been installed on the various floors as promised. A letter would be prepared after discussion with the LINK member who had referred the issue to the LINK.</p> <p>Wheelchairs Discussion took place about the long waiting list to access a wheelchair and that problems have been reported with the repair and maintenance of wheelchairs.. VP suggested CB write a letter to her as NHS Bedfordshire Engagement Officer on behalf of LINK, and she would then be able to issue the LINK with a copy of the recent report.</p>	<p>CJB</p> <p>CJB</p>
8	<p>Item 10 – Getting Better Together Conference – 5.2.09 CB volunteered to attend this conference. CJB to send email to all members opening up the invitation.</p> <p>East of England LINK/Host/Chairs meeting, Cambridge – 11.2.09 RLG agreed to attend this meeting as AD was unable to attend.</p>	CJB
9	<p>Contract Review Group – AD agreed to be part of this group and would attend the meeting at County Hall on 9 March.</p>	AD
10	<p>Future Speakers/Guests It was agreed David Sildown would be the guest speaker at the next Board meeting on 25 February and then James Robinson-Morley – Beds CC Clive Chapman – Joint Needs Assessment Review, Beds CC Then Melanie Hingorani, Moorfield Eye Clinic, Bedford Hospital and Nisha Patel from Horizon Health PBC as yet to be agreed dates.</p>	
11	<p>LINK members attendance at meetings This item was deferred to the next meeting. A protocol/procedure would have to be drawn up and agreed by the Board about managing attendance at meetings by LINK representatives. Also, the Board would have to decide how it wished to receive reports, etc.</p>	ALL
12	<p>AOB</p>	

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	Discussion took place in respect of venue for Board Meetings. It was agreed the next Board Meeting would take place at Shortstown in the afternoon. The meeting would last no more than two hours.	
13	Date of next meeting Wednesday 25 February- 2pm – 4pm – Shortstown Village Hall	