

Local Involvement Network (LINK) – Minutes of Board Meeting

Date: Tuesday 30th August 2011
Present: John Robson (JR), Neil Tapster (NT), Julia Charlton (JC), Melanie Adams (MA), Hazel Parrack (HP), June Davies (JD), Sirak Hagos (SH), Lindsay Perks (LP), Bea Groves (BG),
In Attendance: Johanne Mears (JM), Christine O'Brien (CO'B), Alison Chalmers (AC), Meg Woollam (MW), Ellie Anderson (EA) NTC, Sam Harrison (SH) NoT NHS.
 Pat Bottrill (PB) LINK representative.
Apologies: Claire Easton (CE), Ellen Vick (EV), Sandra Gray (SG), Joan Knox (JK), Lisa Gardiner (LG) VODA, Haley Hudson (HH) NTC.

1.	Apologies and Welcome	Chair welcomed everyone to today's meeting
2.	Agreement of Minutes of last meeting	Amendments to July minutes agreed. 1. On page 2 item 8 the word 'consultation' to be replaced by 'engagement'. 2. On page 2 item 7 the word 'suite' to be replaced with 'studio'. The minutes were then agreed as an accurate record.
3.	Matters arising not on agenda	There were no matters arising.
4.	Project and development update	AC gave her project and development report.
5	Updates from Partner organisations	SH (NoT PCT) gave an update to the board on the following local engagement work. Orthodontics A report is currently being drafted which contains an overview of anonymous case studies of recent complaints and interviews with local teenage patients about their experience of the service. Themes from this work have been used to inform the current procurement process. Diabetes SH reported that over 560 questionnaires had been returned so far which is considered an excellent response rate – nearly 60%. The views from this survey will be used to inform the forthcoming procurement of diabetic retinal screening and other work being undertaken later on foot care and education. Taking Part Workshops Taking Part Workshops has been undertaking some local engagement in the borough on behalf of the two clinical commissioning groups, Care First and Engage Health. There is just one more event yet to take place. There has been plenty of feedback which will be included in a report to each of them. There is also an update on health at each of the council's four area forums this September where residents will have the opportunity to talk about a couple of the themes emerging from the feedback so far in more depth. EA (North Tyneside Council) update <ul style="list-style-type: none"> • North Tyneside Council are reviewing and will be

		<ul style="list-style-type: none"> • The continuation of work on the RAS is ongoing. The pilot phase is going well with a live sample due in Jan 2012. • NTC have revised and strengthened the quality and impact assessment in relation to the 9 protective characteristics. • Work is ongoing within the corporate team and is looking at how best to engage with groups across the borough.
6.	<p>Membership and communication reports (Including issues raised and follow up)</p>	<p>MW gave a LINK communication report (paper attached. CO'B gave a membership report and also updated the board on issues raised at the last board meeting. (paper attached)</p> <p>Issue raised: North of Tyne Guidance A member of the public contacted NT LINK regarding the North of Tyne guidance concerning information sharing and disclosure procedures. The member of the public felt that this guidance was unsafe to use and inadequate, and advised that it should be removed and rewritten.</p> <p>Information governance SH advised that NHS North of Tyne had already had contact with a member of the public regarding this issue. Members of staff have given detailed responses to the concerns.</p> <p>These have also been discussed formally by the Joint Information Governance Committee (a formal sub committee reporting to the NHS North of Tyne Joint Board) and advice has also been sought from the national NHS body Connecting for Health, as well as the SHA, NHS North East. It was the view of the sub committee and of the NHS organisations that the NHS North of Tyne policy meets best practice and all legal responsibilities.</p> <p>The board decided that they will not take any action regarding this issue. The Board has based it's decision on the fact that other local involvement networks are already looking at, or have already looked at this issue, that no other individuals or organisations have raised this issue with them to date, that the potential resources needed to follow up this issue are unlikely to be available given current commitments in this financial year and that NHS North of Tyne will send correspondence to confirm that their policy meets best practice and all legal responsibilities.</p> <p>JM to write to inform the individual of this response and that there will be no further action.</p>

7.	Reports and issues to raise/discuss from Board members and their organisations/networks	No reports were given.
8.	Update on LINK reports <ul style="list-style-type: none"> • Approval of personalisation report • Northumbria Healthcare response 	The final draft of the personalisation report was approved. JM to write to NTC for a response to the recommendations. The board discussed the response from NHCT and asked JM to follow up with written thanks.
9.	HealthWatch Update	A meeting of stakeholders and NTC was held in July to discuss what local HealthWatch should look like and consider how the extra duties of HealthWatch should develop. A further meeting of stakeholders and NTC will take place on 14 th October 2011.
10.	Approval of Policies <ul style="list-style-type: none"> • Terms of Reference • Decision Making Policy (no changes) 	No changes were made and both policies were approved; thanks went to HP and EV for their time.
11.	LINK members bi-annual meeting	CO'B asked for confirmation of attendance at the LINK member's Bi-Annual event. The event will take place on September 29 th from 10am to 3pm at the Langdale centre. Speakers will include representatives from GP clinical commissioning groups and Anne Graney, Health and Well Being coordinator.
12.	Any Other Business <ul style="list-style-type: none"> • CHCF correspondence 	CHCF has responded to the LINK request that they propose an organisational member for the LINK board. They have suggested that LINK Chair, John Robson, who currently sits as a representative for the coalition for disabled people, also represent the CHCF. The suggestion was noted, however, the Board decided to continue to recruit for new Board members to cover this position. The LINK board currently has 2 vacancies.

Further meeting dates are listed below.

All meetings are usually between 12.00pm – 2.00pm room 3, here at VODA, unless otherwise stated. A buffet lunch will be available.

Dates for 2011/12

LINK board meetings:

- Tuesday 11th October 2011 12-2pm Room 3 Shiremoor building
- Tuesday 15th November 2011 12-2pm Room 3 Shiremoor building
- Tuesday 24th January 2012 12–2pm Room 3 Shiremoor Building
- Tuesday 6th March 2012 12–2pm Room 3 Shiremoor Building

LINK board working meetings:

- Tuesday 13th December 3.30pm – 5pm Large Meeting Room Shiremoor Building
- Tuesday 14th February 3.30pm – 5pm Large meeting Room Shiremoor Building