

**MINUTES OF THE THIRTEENTH MEETING OF
RICHMOND LINK STEERING COMMITTEE**

**Thursday 21st January 2010
15:30 to 17:30**

Held at RCVS, 1 Princes St., Richmond TW9 1ED

Present

CHAIR - Bonnie Green (BG)	Peter Hughes (PH)	Mary McNulty (MMc)
Maureen Chatterley (MC)	Peter Marks (PM)	Kathy Sheldon (KS)
Philip Darling (PD)	Janet Marriott (JM)	Paul Pegden Smith (PPS)
Walter Holland (WH)	Marie Martin (MM)	
David Horwood-Barrett (DHB)	Richard McIvor (RM)	

In Attendance

Michael Derry - LINK Service Manager (MD)
Sarah Knapp - LINK Communications and Administration Coordinator (SK)

#	Agenda Item	DISCUSSION & ACTIONS
1	Apologies	<p>Apologies were received from Catherine Mann (CM), Batcho Notay (BN), Gareth Savin (GS), Morris Shaer (MS), Pauline Shaw (PS), Tim Spring (TS) and Frances Whitehead (FW)</p> <p>Bonnie welcomed all present to the thirteenth meeting of the Richmond LINK Steering Committee. A particular welcome was extended to Sarah Knapp, who has recently joined the host team as Communications & Administration Coordinator.</p>
2	Minutes of the twelfth LINK meeting held on 28th November (Appendix A)	<p>The minutes of the last meeting held on 28th November 2009 were approved with one amendment:</p> <p>- P. 4 – Care Quality Group para.2 30/11 to be amended to 18/01.</p>
3	Matters Arising	<p>The Committee noted that most matters arising from the meeting held on 28th November will be covered in agenda items, except for the following:</p>
	<u>Nov 25 agenda #5:</u> Background paper on NHS	<p>BG reported that she had produced a background paper on the local NHS structure and that copies were available for committee members to take. The Committee noted that this was a very good paper and that it could be published on the website as a downloadable document.</p>
	Contact details	ACTION: SK to distribute contact details to committee members
	<u>Nov 25 agenda #6:</u> Business plan	This will covered by agenda items 5 & 6 (b).
	Christmas market	BG noted that this event had been a success and thanked all for their help.
	<u>Nov 25 agenda #7:</u> Crossway booking/	MD confirmed that these items have been actioned and will appear on the agenda under item 6 (g)

	<p>4.2 Developments in NHS Richmond</p>	<p>It was agreed that the PCT should be invited to give a presentation at the next Steering Committee meeting on forthcoming developments in commissioning and joint activity with LBRuT.</p>
		<p>ACTION: BG to arrange briefing</p>
	<p>4.3 Sector developments in SW London</p>	<p>BG reported that the PCTs are joining together in South West London to commission hospital care more efficiently and to gain better value for money. There also needs to be a shift towards reducing activity in the acute sector and increasing more care in the primary sector. BG reported that she had hoped to have briefing notes of these developments in time for the meeting. The Committee agreed that it would be good to have presentation from SWL Healthcare and that this could either take the form of a public meeting or of a joint meeting with RCVS to allow voluntary organisations to attend.</p>
		<p>ACTION: MD to discuss joint CVS-LINK meeting with Kathryn Williamson (RCVS) and PMPG to consider</p> <p>ACTION; BG to forward to SK the SWL Healthcare Briefing when available for distribution to Steering Committee</p>
	<p>4.4 Summary Care Record</p>	<p>BG reported for information that the government is about to start an information campaign on the Summary Care Record (i.e. electronic patient record), offering people the opportunity to opt out of the scheme. This is scheduled to commence in SW London in the week commencing 22nd March 2010.</p>
	<p>4.5 Others</p>	<p>In response to MC's request for a list of all activities and events by all organisations relating to the LINK, the committee decided that this would not be practicable at present. BG commented that members'/committee reports to the SC should cover most of this.</p> <p>BG gave her apologies for not including Reports from Other Committee Members on the agenda. If there are any reports, these will be taken after the sub-committee reports (agenda item 6).</p>
<p>5</p>	<p>LINK Host Report and Revised Budget (incl. Communications Report)</p> <p>5.1 Financial Reporting system and report</p> <p>5.2 RCVS/LINK website</p>	<p>The Committee acknowledged the written report from MD.</p> <p>MD reiterated the Chair's welcome to Sarah Knapp.</p> <p>MD then presented the new financial reporting system to the Committee. PPS then explained that the only changes to the business plan are to fall in line with the figures in this report .</p> <p>MD presented the Financial Report, with the following comments:</p> <ul style="list-style-type: none"> - total spend to date is £3,836.78 in month 5 of year (not including some outstanding newsletter distribution costs) <p>BG thanked MD and the Finance & Planning committee, and the Steering Committee agreed to accept the new reporting format.</p> <p>MD reported that the new RCVS website is on its way, and that this will provide an effective way for the LINK to up-date its own website.</p>

	5.3 Membership	<p>It was agreed that MC, PPS, BG, MD & SK will work together to oversee this work. MD to investigate with RCVS what the cost will be to LINK .</p>
		<p>ACTION: MD to set up website group</p>
		<p>Regarding the matter of public access to S-C minutes, it was agreed that this item be added to a future agenda along with other issues of public access to LINK work.</p>
		<p>ACTION: carry forward to February</p>
		<p>MD presented the membership figures for January 2010 and noted that Individual membership now stands at 209.</p> <p>In response to PPS's query regarding the demographic spread of membership, it was agreed that this should be considered as part of the new Engagement Plan.</p>
		<p>ACTION: Engagement Group to consider and include in Engagement Plan</p>
6	<p>Sub committee reports:</p> <p>a. Governance</p> <p>b. Planning/Finance</p> <p>c. SWL AMH Review</p> <p>d. SDS</p> <p>e. Quality of Care</p> <p>f. Engagement Group</p> <p>g. Public Meeting Planning Group</p>	<p>The Committee noted these reports, which had all been circulated prior to the meeting, with the following comments:</p> <p>No discussion</p> <p>The Committee agreed to the amalgamation of the Finance & Planning Committee (proposed: WH, seconded: JM)</p> <p>The Committee agreed to PPS's request for formal approval of the updated business plan (proposed: BG, seconded: MMc)</p> <p>The remit of the SWLAMH group will form part of the discussions under agenda item 10.</p> <p>No discussion</p> <p>WH reported that the Care Quality sub-group has nominated individuals to be responsible for those provider institutions mostly used by the borough. Also, the submission to the CQC is currently being prepared by WH, BG & MD.</p> <p>MD reported that research reports developed by the host to support the Engagement Committee members on engagement issues will be made available to SC members. It was agreed that there should be a regular item in the newsletter about issues being raised and resulting LINK activities.</p> <p>ACTION: BG/SK to ensure this item is included</p> <p>The Committee agreed to the Public Meeting Planning Group's request an additional £1600 to cover costs for a second public meeting in March (proposed: RMI; seconded: PPS)</p> <p>It was noted that when planning the future meeting schedule, they</p>

	<p>h. Other member reports</p>	<p>should be distributed evenly, as far as possible, on both sides of the borough to ensure balance.</p> <p>PH reported that he had recently attended a PEAT assessment at Teddington Memorial Hospital. On this occasion only one LINK representative had been invited although in 2009 both he and CM attended. BG noted that CM has already written to the person involved regarding this issue and he responded to the effect that having two LINK representatives in 2009 was not normal practice. However, she would raise this again Caroline O'Neill at NHS Richmond.</p> <p>There were no other member reports.</p>
7	Training Needs	MD requested that Committee members contact him regarding any identified training needs.
8	<p>External Committee Membership</p> <p>8.1 PCT Community Involvement group</p> <p>8.2 PCT Clinical Effectiveness and Audit Committee</p> <p>8.3 Other</p>	<p>Most of these have already been covered earlier in the meeting.</p> <p>The Committee agreed that PM should join this group as the LINK representative (proposed: BG; seconded: RMCl)</p> <p>CM currently reviewing her position as to membership of this group and indeed if it is useful to have a LINK representative. BG or CM to report back to next steering committee meeting.</p> <p>The committee agreed that Committee members should keep the host up to date on all relevant forthcoming meetings/events and that the host should inform all committee members of these on a regular basis to ensure that a LINK member is present at all relevant meetings if possible.</p> <p>Regarding the clinical governance group queried by PH, the following was agreed:</p> <p>ACTION: BG to check on this group and report back.</p>
9	LBRuT contract monitoring of host	<p>The SC agreed the LBRuT Host Contract monitoring form. The SC further agreed that a sub-committee comprising the LINK officers and Theme Leads complete the monitoring form which would be submitted to the SC for agreement. BG further undertook to agree with LBRuT the frequency of this exercise, preferably bi-annually.</p> <p>ACTION: BG to meet with LBRuT to agree timetable.</p>
10	Setting Priorities – a facilitated session with Simon Croft, Richmond CVS	<p>BG opened this item by explaining that the session has been designed to gain a clearer set of priorities and ways of channelling work to ensure that the LINK has an impact. The session was introduced by a presentation from BG setting out current objectives, core activity, current and potential commitments (presentation attached) A discussion was facilitated by Simon Croft, Governance and Planning Adviser at RCVS. The main outcome of the discussion, which was agreed, was that Richmond LINK work would</p>

		be focussed into 5 main themes: In Hospital Care, Community Health Care, Mental Health, Social Care and New Developments each with a lead committee member. (For further detail see attached report). It was agreed to set up a meeting of theme leads and the Chair to agree ways of working etc.
		ACTION: Host to arrange meeting of leads and the Chair.
11	Any other business	There was no other business.
12	Date of next meeting	The next meeting will take place on Thursday 18 th February at RCVS, 10:30 – 12:30.

Signed.....(LINK Chair) Date.....