

**Minutes of the Somerset LINK Stewardship Group  
Held on  
Monday, 26<sup>th</sup> April 2010  
6pm – 8pm**

**In attendance:**

**Stewardship Group:** Carole Hounsell (Chair)  
David Boyland  
Brian Stother

**Help and Care (Host):** Stephen Letchford  
Lucy Nicholls  
Patricia Starkey  
Jonathon Yelland

**Apologies received from:** Leroy Clifton  
Chris Evans  
Brian Shipton  
Eileen Tipper (Volunteer)  
Rachel Witcombe (Vice-Chair)

<b>Item</b>	<b>Action</b>
<p>1. <b>Minutes of Last Meeting:</b></p> <p>Two sets of minutes were produced – the one TS took at the last meeting and the one CH re-wrote. It was agreed to file both.</p>	
<p>2. <b>Matters Arising:</b></p> <p>To be dealt with as they arise.</p>	
<p>3. <b>Annual Report:</b></p> <p>LN was thanked for the work she had done putting this together. CH to e-mail her contribution to LN.</p> <p>Final budget figures from the Host are awaited. Once received LN will e-mail everyone with a copy of the Annual Report, following which it will be presented at the AGM.</p>	<p><b>CH</b></p> <p><b>LN</b></p>

4. **Governance:**

Everyone was issued with Terms of Reference documents for consideration. It was agreed three of these be debated at our next meeting:

**ALL**

- Somerset Local Involvement Network LINK Terms of Reference
- Somerset LINK Stewardship Group Terms of Reference
- LINK Visiting Team Terms of Reference

5. **Projects Update:**

**Enter & View:**

JY reported many Mental Health Group members had attended E&V training and could, therefore, form the mental health E&V team(s) as required.

**ALL**

CRB applications for Authorised Representatives had been recorded on photocopied application forms which are not acceptable. Each document must be an original. This will be addressed and re-submitted.

**Access for Information:**

**JY**

Although deferred due to budget cut, JY has spoken to Wyvern Advisory Group.

The majority of issues collected by the LINKs are about GP's difficulty in keeping up with changing information – even that available on their doorstep – they will welcome anything to help them access this.

There is a company in Langport who produce mapping registers for health and social services. JY to e-mail a summary for consideration. It was suggested we also involve PCT, Signpost, and Gateway – this will also help to raise their profiles.

**JY**

**Aspergers and Autism:**

Diane Bardsley from the South West Development Centre is working on autism strategy guidelines from what people are saying. JY has fed our findings into this so the LINK will become part of this project.

### **Sharing information:**

Comments re hospitals have been given to Musgrove who will in turn pass on to their heads of depts.

An agreement was made with the Somerset Partnership to share issues anonymously as above to feed into PALS and other areas.

### **Transport:**

A meeting is arranged to meet with PCT mid May to agree membership of Task & Finish Group, Terms of Reference, time scales, etc. Project to start in the Autumn. **DB/LN**

### **Carers:**

LN met with St John's Ambulance. LINK will be helping with the Carers Champion project. A member of staff is being trained from each surgery to provide help for carers. 50% of surgeries are taking this up. A questionnaire is being sent to the remainder asking why they have not trained a member of staff, to identify how LINKs can influence the number of GP practices providing a Carers Champion. A meeting with Jane Nicholas of Wyvern has been arranged. **BS/LN**

CH suggested contacting Practice Managers who have group meetings across the County. RW should be contacted as she may be able to offer advice on the best method to achieve this. **BS/LN/RW**

CH put forward the idea of recruiting a volunteer from each surgery to support their Carers Champion. **BS/LN**

It was reported surgeries across the County are to have a Patients Panel. LINK to suggest 'Carers and How Supported' becomes an agenda item. **BS/LN**

### **Community Chest:**

Bournemouth & Poole LINK have been contacted re their work on this – accordingly, LN will shortly be drafting guidelines. **LN**

Suggestions - this be put on freelance websites – we contact CVS - and Tony Shepherd in Mendip. **LN**

## **Mental Health:**

BSt reported two Group Meetings had taken place since the last SSG meeting and an event is planned for 17<sup>th</sup> May called ' A Voice for Your Mental Well Being'.

James Marriott, Quality Officer, Somerset Partnership will be attending the event.

There will be workstations on 5 identified topics:

- LINKs Mental Health Group - What Help Do You Want to be Involved In (where we should come away with an outcome)
- Carers Station
- Private & Voluntary Services - some professionals don't let people know about help available - run by Gillian Pearse, Counsellor on drugs & alcohol.
- Mental Health Group to take comments on a post it wall
- Quality Accounts – Somerset Partnership

**BSt/JY**

## **6. Comms Update:**

Congratulations went to LN on being appointed Somerset LINK Comms Officer.

Taunton library has been booked in the school holidays to promote LINKs.

Parish magazines, The Fossway and local newspapers were all mentioned as publications we could advertise in.

**LN**

The Patient Opinion Website has already been contacted and a suggestion was made to invite them to one of the SSG meetings.

**LN**

## **7. Scrutiny Committee:**

The Scrutiny Committee Manager (SCM) has invited the Chair of the SSG to attend the next Scrutiny meeting on 12 September and would welcome any LINK issues to be raised. A draft working protocol between the LINK and the Scrutiny Committee has been forwarded for consideration.

**SL**

A short summary of the meeting between the Host and the SCM Appendix 7 April 2010.

8. **Invitation to Musgrove Park Hospital:**

Members of the SSG will visit key persons at Musgrove Park Hospital on 20 May.

DB has agreed to represent LINKs at the Members Council Meeting at Musgrove Park Hospital **DB**

9. **NHS Partnership's Council:**

CH will ask if ET is able to represent LINK at the Members Council Meetings for the NHS Partnership. BSt agreed to attend if ET is not available. **CH**

BSt meeting James Marriott to learn more about Partnership and its working. **BSt**

LINK representation needs to be sought at Yeovil Hospital. SL and DB will pursue. **SL/DB**

10. **Any Other Business:**

**AGM:**

Due to the LINK projects it was agreed to postpone the AGM until 8 June.

11. **Date of Next Meeting: AGM 8<sup>th</sup> June at Bridgwater Sports & Social Club 2-4pm.**

12. **SSG Meetings:**

It was agreed that in future SSG meetings will be held every two months. The dates for the next meetings are:

**19 July – Langport commencing 5pm**

**20 September – Langport commencing 5pm**

**Meeting closed at 8pm.**

Meeting between Keith Wiggins SCC Scrutiny Committee Manager and Stephen Letchford Help and Care Somerset LINK Locality Manager

Purpose

To explore way in which the LINK could work in partnership with SCC Scrutiny Committee.

Overview

The scrutiny committee is made up from back bench and opposition whose role is to look at the performance of the council as a critical friend.

Historically there were some 30 + members involved of which 6 would have permanently focused on health issues. Now there are 11 members reviewing all services that the council provides from flooding to education etc. There are no lay persons on the committee and only have the capacity to run one task group.

Health care issues are considered every six months and may include social care issues However, these may be considered separately if the need arises. The committee is not working on any health topics currently. The current task group is looking into school transport.

Health topics were discussed in March. The next meeting when Health topics will be on the agenda will be in September 2010.

The Scrutiny Committee will not be commenting on Quality accounts this year.

Agreement

Keith will forward a copy of the Scrutiny Committee's work programme.

The Chair of the LINK is invited to attend the Scrutiny Committee meeting on the 14<sup>th</sup> of September 2010 at which health issues will be discussed.

The LINK is invited to bring an issue/submit a report on the 14<sup>th</sup> of September on a problem that has been identified which it has investigated but needs the influence of the scrutiny committee to progress it further.

Scrutiny Committee members would be prepared to look at any piece of work the LINK has carried out.

Steve will send a draft joint working protocol for consideration.

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