

## Devon LINK Steering Group

Minutes of the meeting held at St Sidwell's Centre, Exeter  
10.30am – 1.00pm, Monday 14<sup>th</sup> September 2009



- Present:**
- George – Alfred Husband (Chairman) - GAH
  - Peter Dunning (Community Council of Devon) - PD
  - William Jordan (Senior Council for Devon) - WJ
  - Anju Sarpal (Host) - AS
  - Marjorie Brace - MB
  - Mike Howdle (Rethink) - MH
  - Rosemary Whitehurst - RW
  - Jean Waldron (Exeter District Mencap) - JW
  - Dawn Dines (SOS Global) - DD
  - Audrey Campbell (Carers UK) - AC
  - Kate Fenton (Host) - KF
  - Lorna Davis (Host) - LD
  - Lynne Robertson (Host) - LR
  - Caroline Lee (Host) - CL
- Apologies:**
- Anne Mattock (Headway Devon)

Dawn Dines and Mike Howdle joined the group.

	ACTION
<p><b>18. Minutes of last meeting</b></p> <p>18.1. (13.1) should read Iain Tulley.</p> <p>18.2. 15.6 and 15.7 should read task group, not sub group</p>	
<p><b>19. Matters arising</b></p> <p>19.1. See appendix 1.</p> <p>19.2. Name badges for steering group members were distributed. Badges must be surrendered on leaving the group.</p> <p>19.3. A “Rural Health Strategy for Devon” PhD thesis is soon to be published. LR met with CCD<sup>1</sup>, which does not want to pursue any joint working with the LINK at the moment, but will feed in any relevant information as appropriate. The LINK will feed any information it obtains through community engagement into the OSC rural health task group. SOS Global is also running a Dept. of Health funded project on men’s health issues in rural Devon.</p> <p>19.4. SCfD<sup>2</sup> has not responded to a request for information/ clarification of their current activities made to them during July. WJ suggested a meeting to address misunderstandings. KF reminded the group that there had already been 3 meetings on the same issue. CL asked the group to consider that the LINK represents people of all ages and many of the issues affect people of all ages, not just older people. <b>WJ will raise at next SCfD Board meeting with a view to obtaining a</b></p>	<b>WJ</b>

<sup>1</sup> Community Health Council

<sup>2</sup> Senior Council for Devon

<p><b>response. SCfD to address reports of negative messages.</b></p> <p>19.5. LD fed back on contact with Devon PCT re pharmacies. <b>PD to provide further details of CCD survey.</b></p> <p>19.6. <b>Future matters arising to be included on a separate sheet.</b></p>	<p><b>PD Host</b></p>
<p><b>20. Review work in progress/ work plan</b></p> <p>20.1. LP outlined views expressed by communities and analysis of themes received between 09/08 and 09/09 within the 11 care areas in Devon. The data includes positive as well as negative comments, which will be provided (anonymised) to service providers/ commissioners. The quality of comments is variable as some of the comments are vague and do not refer to a particular service provider; however, the LINK can demonstrate from the data that its work is community led. DD suggested that privacy could be an issue with the small cards – should they be a folded A5?</p> <p>20.2. The group discussed whether the decision-making flowchart was being used by the steering group and the balance between large, well-known or county-wide themes and other themes that are important to local or small communities.</p> <p>20.3. Personal care – an initial meeting with task group will take place next week in Kingsbridge following the preparatory meeting between Host and DCC<sup>3</sup>.</p> <p>20.4. DD is working with the Host to establish the young people’s sub group.</p> <p>20.5. Out of county mental health placements (support for carers) – <b>preparatory meeting with commissioners to be arranged</b> to inform establishment of the task group. DPT<sup>4</sup> has confirmed there is no formal policy for support for carers.</p> <p>20.6. Visual impairment task group report was noted. The group is proving to be very successful. Governance framework currently states that all requests for information must be ratified by the steering group. All agreed that this caused an unnecessary delay for the task group. <b>Governance to be amended to reflect change.</b></p> <p>20.7. All agreed ‘access to alcohol services’ theme presented sufficient evidence to be added to the LINK work plan. <b>Theme to be progressed via the establishment of a task group.</b></p> <p>20.8. Access to patient transport – <b>SCfD and CCD to provide reports on their activity and progress.</b> <b>Host to continue with preparatory meeting with DCC.</b></p>	<p><b>CL</b></p> <p><b>KF/MB</b></p> <p><b>CL WJ PD Host</b></p>
<p><b>20.9. Host Update and Finance</b></p> <p>20.10. KF reported on activity and outcomes.</p> <p>20.11. KF reported on current expenditure. Revised annual budget, taking into account carry over from year 1 <b>proposed</b> by GAH, <b>seconded</b> by AC and <b>agreed</b>.</p>	

<sup>3</sup> Devon County Council

<sup>4</sup> Devon Partnership NHS Trust

<p>20.12. AS introduced the new logo and branding. New merchandise and literature is now available. The new website should be going live within next few days. The LINK Newsletter is starting to be swamped by community group news at the expense of communicating information about the LINK to its participants. The newsletter will be more structured. Members are encouraged to promote the LINK.</p>	
<p><b>21. Checking Progress</b></p> <p>21.1. There was a lengthy discussion on the role of the steering group, the roles of 'representative' members and how much activity members are involved in, or should be involved in, outside of the meeting. The group discussed the name of the group, the frequency of its meetings and the balance of resources between the group and the emerging task groups. The different approaches taken by different LINKs according to their local situation and priorities were also considered.</p> <p>21.2. The group felt that the election process did not work well and that the term of office for members is too short for the group to be fully effective.</p> <p>21.3. All agreed that each member brought skills and experience to the group outside of their specific role. Therefore the skill set of the people present was perhaps more useful to the LINK than the roles in which they found themselves.</p> <p>21.4. Members would prefer to continue to meet monthly, but recognise that more resources need to be allocated to the emerging task groups, so will <b>trial bi-monthly meetings. Representative members will become more involved in task groups in the alternate month and feed back their activity to the group. Discussion on the future makeup of the group to take place at the networking event.</b></p>	<p><b>All</b></p>
<p><b><u>Future Meetings</u></b></p> <ul style="list-style-type: none"> <li>• Monday 19<sup>th</sup> October, LINK Devon networking event for participants, 10-30 – 4pm at Sandy Park, Exeter</li> <li>• Monday 14<sup>th</sup> December, 10:30 – 13:00, St Sidwell's Centre, Exeter</li> <li>• Tuesday 16<sup>th</sup> February, 10.30 – 13.00, ISCA Centre, Summer Lane, Exeter</li> <li>• Wednesday 14<sup>th</sup> April, 10:30 – 13:00, St Sidwell's Centre, Exeter</li> </ul>	

## Appendix 1: Matters arising from previous minutes

<b>Date raised</b>	<b>Reference</b>	<b>Responsibility</b>	<b>Action</b>	<b>Outcome</b>	<b>Date completed</b>
22/06/09	09/10:8.3 09/10:8.7	Host	Seek an update on Senior Council's activities.		
22/06/09	09/10:8.8	Host	Establish Out of County Mental Health task group to include a representative of Devon & Cornwall Constabulary as the issue impacts on their work		
22/06/09	09/10:8.14	W Jordan	Senior Council to provide a report on their activity relating to transport		
22/06/09	09/10:8.18	Host	Establish Talking Therapies task group		
15/07/09	09/10:15.7	Host A Campbell	Meeting to establish Personal Care task group.		
15/07/09	09/10:15.10	Host	Seek clarification and establish task group to address Talking Therapies		