

Governance Sub Group

Notes of meeting to discuss selection of participants for
'enter and view' function

Wednesday 22 July 2009, 10.30 – 12.00, St Sidwell's Centre, Exeter

Present:

George-Alfred Husband (Chairman)

Marjorie Brace (Governance lead)

Kate Fenton (Host)

1. The requirements for "authorised representatives" as set out in the legislation and details set out in the LINK Governance Framework was revisited, with particular reference to the need for all Authorised Representatives to have a CRB check and attend appropriate training. Feedback from LINK participants, such as the need for Authorised Representatives to have an awareness or experience of the type of service they might be asked to visit, was also considered.
2. 80 participants had indicated that they would like to take part in LINK visits. Therefore a clear and transparent selection criterion was required to reduce this to an appropriate number, recognising that a balance was needed between enabling participants to be involved with the danger of de-motivating people by having them go through the process and then not having enough visits for them all to do.
 - a. An initial sift to include only those participants who were registered as 'active' participants;
 - b. An equitable number of participants from each district of Devon, based on the address given;
 - c. An equitable number of participants in each of the following categories:
 - i. Primary Care
 - ii. Secondary/Acute care
 - iii. Mental Health and Learning Disability
 - iv. Social Care
3. Where more participants fell into a category than was required, a random selection was made.
4. **KF** was tasked with:
 - a. Ensuring that information about the selection is communicated to the wider LINK; and
 - b. Writing to the 20 participants selected, setting out the requirements and inviting them to complete a CRB form.
5. The group was mindful that participants involved in the Visual Impairment (VIP) visit, currently being planned by the VIP Task Group should be guaranteed places at the next available training session.
6. A further meeting is to be arranged to consider the CRB checks when they have been received.