

Executive Committee

Date: 20.09.11

Time: 18:00

Location: Ladywell Leisure Centre

MEMBERS: Val Fulcher(Chair); Martin Howie; Elsa Pascal; Rosie Fooks; Jennifer Cole; Paul Connelly; Geraldine Richards

ABSENT: Jane Keane

In Attendance: Tim Haward Smith, Host

Facilitator: Miriam Long, Host

		Action
1	Welcome, Introductions and Apologies for Absence	
	<p>Apologies: Carolyn Denne; Graham Trice; Sue Parks; ; Brian Fisher; Philippe Granger; Sally Niblett;</p> <p>Sue Parks and Brian Fisher had received an earlier email advising that the meeting was being held on 21 September and had not received the revised date.</p>	
2	Accommodation, Budget and Database Update, THS	
	<p><u>Accommodation</u> Parkwood have secured the LINK office at its present location at Ladywell Leisure Centre until the end of the contract, end of March 2012. There are still negotiations with the council and Fusion the new provider regarding the rental agreement.</p> <p><u>Budget</u> Tim presented the budget for the 1st quarter and the first 2 months of the second quarter. Under spend from previous years is not added to the overall budget but kept separate to use to bridge the gap in funding as they arise. An over spend of £5,137 occurred in the first quarter which was mitigated by the under spend from previous years. EP questioned the high marketing expenditure in quarter 2. ML explained that this was due to the printing of leaflets, newsletter and Carers questionnaire. ML agreed to report exact amounts of marketing expenditure at the next meeting. Val requested that half yearly projected accounts be provided by 30 September.</p> <p><u>Database</u> 17 LINKs have to date downloaded the free LINK's database. Tim informed that additional work carried out by Darren will be funded by database income accrued from database training and not from the LINK budget. Profits from the training will be shared equally by the LINK and Parkwood Holdings Plc.</p>	<p>ML</p> <p>THS</p>

	<p>Concerns were raised by the EC regarding ownership of the database post March 2012 as the HealthWatch contract will be re tendered. Currently Parkwood have use of the software but the LINK owns the Lewisham LINK database. The database is a prime product to market and there should not be any risk of the LINK not being able to market it post March 2012. There needs to be clarification and agreement with Parkwood regarding ownership post the current contract. ML said it was important to keep Darren to develop and maintain the LINK database.</p> <p>Discussion ensued regarding the time and funding gap between the end of the contract in March and the commencement of HealthWatch in October 2012. Options discussed included:</p> <ul style="list-style-type: none"> ➤ Continuing the current contract until October ➤ Commence HealthWatch in April <p>Parkwood are interested in tendering for the HealthWatch contract. The company currently hosts 3 other LINKs: Harrow, Greenwich and Essex & Southend.</p> <p>Harrow council have agreed to extend the current contract to end of September; Essex & Southend are setting up a Shadow HealthWatch to run concurrently with the LINK until it takes over on 1 October 2012; Greenwich is waiting to here outcome of the Health Bill.</p> <p>Parkwood is committed to keeping the current staff team to cover other areas of work if the tender bid for HealthWatch in Lewisham is not successful as they are expanding into community development and training.</p> <p>The LINK executive intends to retain the current staff team post March 2012 if at all possible.</p> <p>Tim informed that Lewisham LINK was mentioned as a good practice model at a recent CQC event in Essex.</p>	
3	Minutes of last meeting and Matters Arising	
	The minutes were approved as an accurate record of the last meeting. Matters arising are on the agenda.	
4	Away Day Plans	
	<p>VF informed of the programme, reading material in preparation for the away day was distributed. Programmes and further reading will be distributed by email.</p> <p>ML to send fun management skill quiz prior to the Away Day.</p> <p>http://www.animalinyou.com/test.php. Please send ML the animal you rate yourself to be and send the answer to ML by Tuesday 27 September.</p>	<p>ML</p> <p>ALL</p>
	LINK Work Plan and Skills Audit	
	<p>ML informed of current work priorities:</p> <ul style="list-style-type: none"> ➤ Young people, working with the Young Mayor's Advisers to increase awareness through face book ➤ Organising LTC event on 7 November 	ML

	<ul style="list-style-type: none"> ➤ Joint event with VAL, Promoting Young People's Health & Wellbeing & reducing health inequalities, 7 December ➤ Young People's Health Fair, March 2012 <p>ML asked members to check out the LINK Face book site and to comment.</p> <p>It was agreed that any changes to the work plan or other documents will be distributed with track changes .</p> <p>Skills Audit, only 4 members have returned complete forms. Members were asked to complete and send to ML. Only VF, MH and ML will have sight of these audits to plan EC training.</p>	ML All
5	Patient Participation Directed Enhanced Service ~ LINK Proposal	
	The pilot will commence at Honor Oak Group Practice on 15 October. Diana Robbins has agreed to evaluate the project.	ML
6	Members and Host's Update	
	<p>MH: VAL CHSCF 5 October 1.30pm, St. Laurence, Catford; VAL AGM 13 October 6pm, St. Laurence. Attended Shadow Health & Wellbeing Board Away Day with ML, discussed draft H&WB Strategy, need to engage with ordinary people- LINK role.</p> <p>RF: VCL 10 year AGM 21 September 5pm, Powerleague, Catford; LINK research training 21 Sept. EP and MH also attending.</p> <p>JC: Attending Conference on Acutely Ill Patients, 7 October. JC now working with Contact a Family and recommended closer working with the organisation.</p> <p>VF: Young Carers Post has now been filled.</p>	
7	AOB	
	<p>There was a consensus that email to the committee should be open copies so that all members can have sight of who the emails are being sent to.</p> <p>ML to email all members for agreement.</p>	ML
	The meeting ended at 7.30pm Next meeting: 29.11.11	