

Bury Link Board Meeting

1ST MAR 2010 10AM -12PM
CONFERENCE ROOM, EUROPA HOUSE,
BARCROFT ST, BURY

Present	Paul Mainwaring	Tony Sergeant
	Mick Ainsworth	Brenda Headley
	Geoff Goldberg,	Barbara Barlow
	Hilary Brown,	Graham Evans (Vice-chair)
	Vicky Butcher	Gillian Parker

1. Formal apologies

Formal apologies were received from Frances Halligan, Rochelle Abrahams and Leslie Berkeley.

2. Conflicts of Interest Declaration

No conflicts of interest were declared.

3. Minutes of Last meeting

3.0 The minutes of the last meeting were reviewed. Some minor typographical errors were noted and subject to amending the action at the top of page 2 to read "*Victoria Butcher is to arrange a finance meeting in Bury with Paul and Ray to sort out the abovementioned issues*" the minutes were accepted as a true record.

3.1 The Chair sought agreement from the Board on future administration procedures for Board meetings. It was agreed that the draft minutes will be circulated within one week of the meeting and in future there will be a log of current and outstanding action points. The action log will be attached to the minutes and a review of the action log will become an agenda item.

3.2 Matters arising from the minutes of the meeting on 14th Jan 2010 were then reviewed.

- Regarding the arrangement of a finance meeting with Victoria Butcher, the Chair, Paul Mainwaring and Ray Bates from Comco, the Chair stated this would be dealt by agenda item 4 on today's agenda. The current position regarding the membership of Bury LINKs would be dealt with under item 5 of today's agenda. [1/JAN /10](#)
- Victoria Butcher reported that she is still waiting for the A & E figures. [2/JAN /10](#)

- An informal meeting has been arranged for 4th March 2010 at 3.30pm to discuss Enter and View with the wider link membership.
- Geoff Goldberg stated that the courses for Asian patients provided by Bury Diabetic Support Group were due to finish in the next couple of weeks and then he would be able to produce a short article (150 words) for the Newsletter [3/JAN /10](#)
- With regards to obtaining a copy of the commissioning contract from NHS Bury to enable LINKs to review and monitor whether the service being delivered, matches the service commissioned, the Host office is still waiting for these details. [4/JAN /10](#)
- Finally, with respect to NWS and their protocols of service in severe weather conditions, the host office is still waiting for some information before replying to the board.[5/JAN /10](#)

4. Financial report update

4.0 Chair reported that Comco are experiencing difficulties with Bolton Council. There has been a vote of no confidence in the Bolton host organization from the Bolton members and Bolton Council. It is not clear at the moment what the ramifications are for Bury LINK should the contract with Comco be terminated. Bury Council however, have expressed their satisfaction with the service provided by the Host staff in Bury and have conveyed their commitment to the type of service which LINK provides. Currently there are no clear indications regarding future funding for LINKs save it is secure for the next 18months.

The Chair advised that Gail Gregory, who was to join the Bury office from Bolton from 1st March, has resigned, which creates a staffing shortage for the Bury office. Also, Victor Williams' role of Operations Manager offering support to the Bury office has come to an end, instead Vicky Butcher is now reporting direct to Ray Bates at Dunscair House.

4.1 Other staff changes: Alistair Mirfin left on 5th February 2010 to work for Bury Council, Gillian Parker has been appointed from 1st February 2010 to the role of Community Engagement officer in the interim until recruitment for the post can be undertaken. The Host office is also looking to recruit at least one additional person to provide admin support, however the grade and number of hours available is unclear at the moment until certain financial issues have been clarified.

4.2 Chair has been asked to attend a Bury PCT meeting as an observer, where the PCT will be interviewing alternative providers. In view of the cutbacks in the NHS the Chair is to ask

a board level representative from NHS Bury to attend our meeting on 21st April to present i) their plans for Bury and ii) evidence of public consultation as per Section 242.

It was agreed that a portfolio of questions would be devised which could be put to the PCT representative at the meeting.

5. Membership Review

5.0 The Chair advised that a distinct website has been registered www.burylinks.org which will go live in the next week or so. The new website will not be linked to Bolton and will be more user-friendly, easier to maintain. It is intended that within the site we will be able to provide an internet presence for smaller voluntary organizations who cannot host their own online space.

Both the Council and the Chair are very keen on the idea of a 'one-stop shop' which would be manned by a 3rd sector organization but would also be able to publicise voluntary organizations and provide meeting places. It is envisaged that not only 3rd sector organizations would be involved but also the Police, Ambulance service, the Fire service and the 'one stop' service would become a local health and care watchdog type organization.

The LINK would still signpost individuals / organisations but there would be an increasingly allied style towards identifying gaps in the services etc and in this way the LINK could move forward and continue in existence regardless of political changes.

Communication and a more joined-up approach were the primary and secondary themes identified from participant feedback at the Chair's event in January 2010.

6. Work stream Review

6.0 Enter and View- as previously mentioned an informal meeting is due to be held on 4th March 2010. Tony Sergeant advised that the tender specification for training has been circulated to interested parties. Ideally Bury LINK should be able to draw upon the body of experience within the membership as well as increasing the pool of members who are able to undertake 'enter and view' visits and therefore the informal meetings will take place upon a regular basis. Unfortunately it appears that the participants of the 'enter and view' training have not yet completed a profiling exercise and Tony Sergeant is to resend his request but addressed to the Bury Office. [5/MAR/10](#)

7. Services to BME communities-

7.0 Geoff Goldberg confirmed that the Course run for ethnic minorities has a good take up and has been well received; he also publicized the forthcoming Health Day at GMAS 18th March 2010

9. Any other Business

9.0 Tony Sergeant raised the issue of whether the Board meeting times and venues are always in the most appropriate places and queried whether alternatives could be tried. The Fusilier Museum was suggested as one alternative venue in central Bury but outlying areas such as Prestwich, Ramsbottom etc should also be considered. He also mentioned that Bury LINK needs to look at the way that members are recruited, what type of members are needed and how we interact with them, for example Face book etc . It was agreed that the next 3 meetings (excluding April's meeting) will be publicized in the Bury Times and members of public to be made welcome. 4/MAR/10

9.1 The Chair raised the matter of attendance at meetings by members and host staff. Increasingly Link is being asked to supply representatives, partly to satisfy requirements for public engagement and also asked to obtain our member's views on certain subjects, which dilutes the LINK's available limited resources.

In future, requests for surveying LINK members will attract a cost for the requesting organization; the Host organization holds details of these costs. In addition all Board members and Host staff should check their reasons for attendance at each meeting against the following criteria:

- Why are we going to this meeting?
- What does Bury LINK gain from my attendance?
- What can Bury LINK change by attending this meeting?
- Should I be attending or would someone else be better employed?
- Should the LINK be attending these meetings on a short-term or long-term basis?

Next meeting will be held in Europa House 10-11, a Board Director from NHS Bury; 11-12.30 standard LINK Board meeting. A light lunch will be provided.

AP No	Action Required	Person(s) Responsible	Deadline/Status
1/JAN /10	Active community engagement needed by staff and board members to recruit new members to LINK, engagement plan required	Board Members, LINK Staff	Partly answered by paper no 0001/210410/1 and 0002/210410/1
2/JAN /10	Victoria Butcher to seek latest A&E performance stats from NHS Bury	VB	Complete
3/JAN /10	Geoff Goldberg to produce 150 words for Newsletter on outcomes of the course for Asian patients	GG	Press release e-mailed to office
4/JAN /10	LINK manager, to request a copy of the commissioning contract from NHS Bury	VB	Complete
5/JAN /10	LINK manager, to contact NWS and obtain a copy of their protocol for working in severe weather conditions.	VB	Complete
1/MAR/10	Chair to request the attendance of a main board director from NHS Bury at our next board meeting on 21 st April 2010 to present their plans	PM	Complete
2/MAR/10	Members of board to formulate a number of questions for the Main board director of Pennine Acute. Questions to reach the Host office, e-mail/ post by 7 th April 2010	All Board members	Complete
3/MAR/10	All board members to review their attendance at meetings etc why are we here etc	All Board Members	Agenda item 21 st April 2010
4/MAR/10	Host office to contact Bury Times to publicise Board meetings	GP	Complete
5/MAR/10	Tony Sergeant to forward details of profiling exercise to Bury Office for completion	TS	Complete