

COUNTY BOARD
Monday 8th June 2009
2.00pm – 5.00pm
Room K152, Octagon Building,
Beaconside Campus, Staffordshire University.

MINUTES

County Board Members Present:

Michael Creek (Chair)
Jo Chapman (Vice Chair)
Richard Wingrove
Cyril Burton
Mohammed Jamil
Dennis Firmstone
Carl Bennett
Harry Ferguson
David Kenton

Support from Host:

Sue Baknak, Host Coordinator

Apologies

Harry Ferguson presented Anne Glen's apologies advising she was away.

In attendance

John Titlow (3.30pm – 4.00pm)

Note

This meeting was not held in public.

Item	Discussion
1. Welcome and Declarations of Interest	MC welcomed all to the meeting and asked if Board members could please declare any conflicts of interest if any arose through the course of the meeting. HF asked, as the meeting was not in public, if any part of the meeting would not be disclosed to District Committee members. MC advised that minutes of the meeting would be available.
2. Nomination of Chair and Vice Chair	MC handed over to SB to process the nominations for Chair. SB referred members to the suggested protocol provided for nominations and voting and asked how Board members wished to proceed. Board members voted to propose and second verbally and to vote with a show of hands. SB asked for nominations for the position of Chair. CBurton nominated MC to continue as Chair, CBennett seconded. The Board voted unanimously in favour. MC advised that he would continue as Chair but stated that as an independent review is currently being undertaken of the LINK and it may identify the need for a different chair, he would have no problem with that. DK stated that Board members should support the Chair fully. SB handed back to MC for nominations for Vice Chair. DF proposed CBennett but he declined. CBennett nominated DF, DK seconded; MC asked if there were any other nominations, JC nominated herself and HF seconded. A vote was taken which gave 4 votes to each nominee. Board members voted that the Chair should have the casting vote. MC voted in favour of JC. JC gave details of her background and experience, NHS Senior Manager, magistrate, lawyer. CBurton fully supported JC's appointment but suggested that there may be some

	criticism as both the Chair and Vice Chair of the County Board are Stafford District Committee members.	
	Decision(s) MC elected Chair. JC elected Vice Chair.	Action Records to be amended to show appointment of Chair and Vice Chair.
3. Breaches of code of conduct.	MC advised that Board members had agreed to set up an independent panel to investigate two complaints that he had received regarding Members' behaviour and asked for a Board member to lead the process. MC advised he could not as he was implicated in one of the complaints. RW proposed CBennett, CBennett declined as unable to at the present time. RW proposed JC, Board members agreed and JC accepted. MC advised that he had received complaints regarding the behaviour at the LINK AGM of two LINK District Committee/Board members which may have constituted breaches of the Code of Conduct. Board members agreed unanimously that a Disciplinary Hearing should be held to investigate the complaints and agreed that a Disciplinary Panel be convened. Board members agreed the Chair should write to the individuals concerned advising them of the Board's decision and requesting them to attend a Disciplinary Hearing. Board Members considered the previously suggested Procedure for a Hearing and this was formally adopted.	
	Decision(s) JC to lead the process of setting up an independent panel to investigate the complaints. That a Disciplinary Hearing be held to investigate the complaints received regarding District Committee/Board members' behaviour at the Staffordshire LINK AGM.	Action JC to secure 3 independent panel members. MC to write to members concerned requesting their attendance at a Disciplinary Hearing.
4. Purpose of the meeting/ AGM	Board members considered and discussed points raised in LS report. <ul style="list-style-type: none"> • District committees need to be more efficient at feeding back information/activities for inclusion in the annual report. Board members to liaise with district committees for any comments on the annual report to be received by 15th June 2009. • Date of AGM needs to be considered to produce a more efficient time line from information being provided from district committees, production of draft report and financial accounts for consideration by finance and audit sub-group and then final ratification by the County Board and presentation to the AGM. Governance sub-group to put forward proposal for amendment to the date of the AGM in the Constitution. • CBennett suggested the County Board should meet 1 month prior to the AGM to agree all the documentation for the AGM. MC stated that the district committees, the Board and the Host must work together to ensure that information is updated regularly and produced in good time. RW agreed and suggested that a timeline be produced. CBennett agreed and proposed that an appropriate timetable be produced for the 2010 AGM by the Host for approval by the Board at its next meeting. The Board voted unanimously in favour. • MC emphasised that the County Board is the strategic decision maker for the LINK and representatives around the table are not there as representatives of their district committees but acting and making strategic 	

decisions in the best interests of Staffordshire LINK. MC advised that if any Board member was uncomfortable with that they should not be a Board representative. MC reiterated that sub-groups are the focus for LINK activities and the district committees are the eyes/ears for communication to the Board.

- Flip chart comments from the AGM were noted. Board members agreed that the flip chart notes would be circulated after the Disciplinary Hearings had taken place.
- Board members approved the minutes of the AGM and County Board meeting on 26th May 2009 with the addition of apologies from DK which had been omitted.
- Part 3 of the AGM did not take place and Board members discussed the options for proceeding. The Board agreed not to hold a second AGM but to invite comments on the workplan 2009/10 information from members. MC proposed that a final version of the annual report and accounts including the workplan for 2009/10 be professionally edited and a summary produced which could be used for promotional purposes. CBennett seconded and the Board agreed unanimously.

Board members discussed the budget figures and agreed that they were consistent with those agreed in the finance and audit sub-group including the re-coding of two items which had previously been recorded under the wrong code.

Decision(s)

Feedback on the draft annual report from district committees to be received by 15th June 2009.

A timeline of key milestones for production of the annual report and accounts 2009/10 and preparation for the 2010 AGM to be produced.

Flip chart comments from the AGM to be distributed after disciplinary hearings were concluded.

Minutes of the AGM and County Board meeting were approved.

Part 3 of the AGM presentation to be posted on the website for comments and district committees to ask their members for feedback/comments by 15th June 2009.

Edited version of the Annual Report and Accounts be produced and summarised for distribution and promotional purposes.

Action

Board members to request feedback from district committees by 15th June.

Host to produce and present at next County Board meeting for approval.

Board to confirm to Host when flip charts could be distributed.

Host to distribute/post on website with powerpoint presentations.

Board members to liaise with District Committees to ask for feedback. Host to post information on website.

Host to ensure a final edited version of the Annual Report and

		Accounts be produced, summarised and distributed before 30 th June 2009.
<p>5. Sub-group feedback report summaries</p>	<p>SB distributed copies of the sub-group feedback reports produced by LS. MC thanked LS for producing the feedback reports in time for consideration at the extraordinary Board meeting by Board members as this had necessitated LS doing so whilst on annual leave.</p> <p>Finance and Audit sub-group MC asked DF, CBurton and JC (members of the Finance and Audit sub-group) if they had any comments. DF confirmed that the figures were correct and the two expenditure items identified to be recoded by the sub-group had been made. DK asked why the sub-group felt that two separate budgets – Host and LINK was divisive. JC advised the group felt it was more sensible and simpler to have one set of budget accounts. DK asked if the underspend could be carried forward. RW advised that further work on budget allocation was required by the finance and audit sub-group. Board members approved the feedback report.</p> <p>Workplanning JT joined the meeting as Chair of the workplanning sub-group in order to present feedback report.</p> <ul style="list-style-type: none"> • Two stage process for identifying workplan priorities for i) county-wide issues and ii) district issues. Districts to look at concerns in their area and can submit proposals to the workplanning sub-group in the recognised format ie. project template (the details of which are being developed by the workplanning sub-group) for consideration and recommendation to the County Board for approval. JT explained that this process must be followed by the districts in order to avoid duplication of activity across the county and to raise awareness across the districts of the issues being looked into. RW commented that this also provides opportunities to work with other groups/networks and collaborate on projects. DK declared an interest - he is currently looking at dementia services in the Lichfield/Burntwood area as Chair of the Adult Care Panel and advised he would be happy to feedback to the County Board on their activities. This was accepted by the County Board. • Allocation of resources. JT advised that an assessment criteria, by which project proposals would be scored/weighted to provide complete transparency in respect of funding/resource allocations, will be developed by the sub-group for approval by the County Board. DK advised working with Alex Fox on early diagnosis/GP training in respect of dementia and asked how information could be shared. JT advised that information should be fed through to the project lead for the relevant project. JT asked the Board if they were happy with the proposed 2 tier process. HF asked if district committees could do work on their own. JT advised yes, provided the work or project has been approved by the sub-group and the County Board having followed the correct procedure. The Board approved the 2 tier process and development of approval/assessment criteria. • Short-circuit process. JT advised that the sub-group had considered a short-circuit process which could be followed if an urgent decision for a project or piece of work was required and were currently developing this. 	

MC asked what happens if there is an urgent issue now. JT proposed that the Chairs of the workplanning sub-group, general purposes and finance sub-group and County Board consider the proposal and make the decision to approve or not. The relevant project/work proposal to still be completed. The Board agreed to this interim process and approved the development of a short-circuit process.

- JT confirmed the need to enforce the workplanning processes and protocols at district committees. The Board agreed.
- JT confirmed that the district committees workplans can be added to throughout the year.

MC advised that the sub-group ToRs state that the Chair of the sub-group must be a County Board member. CBU moved that JT continue as Chair of the workplanning sub-group. The Board agreed unanimously.

JT/SB to reschedule next meeting as LS unavailable on 12th June 2009. JT left the meeting.

Governance and Membership

CBurton advised that he was disappointed with the lack of feedback from the district committees. CBurton advised that the sub-group proposed that co-opted district committee members be granted full voting rights. MC asked how district committees would make provision for organisations to join particularly if all the seats are filled. RW suggested that a minimum number of organisations be allocated district committee seats and district committees ensure that they are co-opting district committee members on merit and assessing their nominations appropriately. The Board agreed and this issue to be referred back to the governance sub-group. RW proposed that co-opted district committee members should be granted full voting rights be accepted. MC advised that this had already been agreed at the County Board meeting on 16th December 2008 and the Board agreed. RW asked that the proposed decision making protocol distributed at the County Board meeting on 16th December 2008 be redistributed to Board members for approval at the next County Board meeting. The Board agreed. CBurton asked for a Board decision on the sub-groups proposal that the Chair of the Board has the casting vote at County Board meetings. The Board agreed.

HF gave his apologies and left the meeting.

MC proposed that the outstanding governance proposals be deferred to the next meeting so that Board members had an opportunity to consider them fully.

Enter and view

Did not take place as not quorate. JC to laisie with Host for an alternative date.

SB distributed a schedule of district committee representation on sub-groups and asked that district committees ensure they are represented on each group.

Decision(s)	Action
Further work on budget allocation to be carried out by the Finance and Audit sub-group.	Finance and Audit sub-group to work with Host to produce budget allocation.

	<p>Finance and Audit sub-group feedback report approved.</p> <p>The Board approved the 2 tier process and development of approval/assessment criteria.</p> <p>Board approved DK sharing information from dementia projects on Adult Care Panel, Lichfield/Burntwood area.</p> <p>Board approved the interim short-circuit approval process for projects/work provided the relevant proposal form is completed and a formal short-circuit process is developed.</p> <p>Board members to reinforce the workplanning decision-making processes and protocols within their districts.</p> <p>Board agreed unanimously that JT to continue as Chair of the workplanning sub-group.</p> <p>Next meeting to be rescheduled.</p> <p>District committees to advise SB of their sub-group representatives.</p> <p>Co-opted district committee members be granted full voting rights.</p> <p>Protocol for making relevant decisions to be circulated to Board members for approval.</p>	<p>Workplanning sub-group to develop the process and assessment criteria for approval by the Board.</p> <p>DK to feedback to dementia project lead.</p> <p>Workplanning sub-group to incorporate the interim short-circuit process into approval protocols and develop a formal short-circuit process.</p> <p>Board members to communicate this to all district committees/ members.</p> <p>Workplanning sub-group to amend their ToRs to reflect this.</p> <p>JT/SB to schedule alternative date and advise sub-group members.</p> <p>SB to notify district committee representative of relevant meetings.</p> <p>Constitution to be amended to reflect the Board's decision.</p> <p>Host to circulate protocol to Board members for approval. Documents to be presented at next County Board meeting for formal adoption.</p>
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	<p>Chair of the County Board granted a casting vote at County Board meetings.</p> <p>Outstanding governance sub-group proposals to be considered at the next County Board meeting.</p> <p>JC to reschedule Enter and View sub-group.</p>	<p>Constitution to be amended to reflect the Board's decision.</p> <p>Agenda item for next Board meeting.</p> <p>JC to liaise with Host to fix a date. Host to make arrangements for meeting.</p>
6. Draft Annual report and accounts.	See decisions and action at no. 4 above.	
7. Capacity	MC asked Board members to discuss LINK priorities with District committee members and seriously prioritise the top 2 or 3 activities for the LINK bearing in mind the current limited capacity at present of Host staff and LINK Board/district committee members over the next few months.	
	<p>Decision(s) Board members to feedback at next Board meeting.</p>	<p>Action Agenda item for next meeting.</p>
8. Insurance Policy	This item was not discussed due to shortness of time.	
	<p>Decision(s) Item was deferred to the next meeting.</p>	<p>Action Agenda item for next meeting.</p>
9. Board induction and training	SB distributed a suggested draft schedule of training sessions for Board members and training to be cascaded to district committee/LINK members together with a draft contents outline for a suggested membership pack for LINK members and urged Board members to seek comments/feedback from district committee/LINK members and relay the information back to SB as soon as possible. MC asked the Board if they wished the Host to put in place relevant training once feedback is received. The Board agreed unanimously. RW advised that he was the Lichfield District Committee representative on the training sub-group.	
	<p>Decision(s) District committees to feedback to SB any comments on Possible training session options/draft membership pack contents.</p>	<p>Action Host to produce a training programme for Board members once feedback received from district committees, for approval by the Board.</p>

		Host to amend records to reflect RW on training sub-group.
10. County Board meeting on 30th June 2009	Board members discussed agenda for next meeting.	
	Decision(s) Agenda items agreed and time confirmed as 2.00pm	Action Host to book a room and advise Board members.
11. Other items	<p>MC presented a request from South Staffs PCT for a LINK representative on the Patients' Choice – The Quality and Excellence Awards Panel and asked for nominations. CBU nominated himself to attend and the Board agreed.</p> <p>MC presented an invitation to a 'Beacons of good Practice' event on 19th June and DK offered to attend. The Board approved.</p> <p>MC advised that LS had forwarded to him two letters received from David Kidney MP to be considered by the Board. MC read out the letters. The Board considered the offer from David Kidney MP to come to a LINK Board meeting to give a briefing on Mid-Staffordshire NHS Foundation Trust and agreed that a meeting should be arranged but it should be open to all LINK members not be limited to Board members.</p>	
	<p>Decision(s) Board approved CBU to attend the SSPCT Patients' Choice Awards Panel on as the LINK representative and feedback to the Board.</p> <p>Board approved DK to attend 'Beacons of good Practice' event and feedback to the Board.</p> <p>Board agreed to accept David Kidney MP's offer of attending a LINK meeting to provide a briefing on Mid Staffordshire NHS Foundation Trust.</p> <p>MC asked Board members their views on the meeting. Members thanked MC/SB for a productive and business-like meeting.</p>	<p>Action CBU to attend and produce feedback report to the Board.</p> <p>DK attend and produce feedback to the Board.</p> <p>MC to write to David Kidney MP asking for a Suitable date for the meeting to be held and offering to host the meeting.</p>
	Meeting closed.	