

East Sussex LINK Work Programme Summary May 2009

Activity Groups					
Project Groups	Summary of Issue/Purpose	Allocated	Progress	Outcome	Review (RAG)
Children & Young People (IR30, IR12, 41)	To take forward the views of CYP in health issues	Sue Weiner 3 wider Participant Members Host Team input	2 meetings Jan & Apr 09 Presentation to Youth Cabinet Sept 08 Website Page & Facebook Planning Engagement event for CYP Oct 09 Revised Leaflet April 09 Training need identified	participation group increasing Action Plan in place Training booked (Child Protection) Agree Terms of Reference	Monthly feedback to Core Group
Out of Hours provision for all services (IR09)	Review PPIF Legacy and research current issues	June Jarrett 1 core group member and host support + wider participants	Meeting to establish Action Plan and recruit participants 20/03 09	Agree action plan Terms of Reference	Dec 09
Older People	How current issues affect Older people and national agendas	Ivy Elsey, Tony Moore Host support	Meeting 16/0409	Agree action plan & Terms of Reference	Sept 09
Dentistry (including IR37 + IR57)	Monitor Dental issues, take forward issues raised by community	Geoff Thomas + Host	Attend meetings Report Back for Core Group	Agree action plan & Terms of Reference	
Community Pharmacy (inc fair access to all treatment + IR11,28,31)	Monitor changes in Pharmacy Provision	Janet Colvert Host Support		Update website , Newsletter	March 09
Cross Border Working IR01	Co ordinate issues raised from event Jan 09	Janet Colvert Host Team	Liaise with SE LINKs Invites to join the group sent out to partners and Participants 22/04/09	Event report published, further meeting requested Sept 09, Implement Action Plan onc agreed	Jan 2010

Opticians	New Group awaiting development	Host Team	Recruit Participants and gather views & comments		Nov 09
Mental Health Community Services (IR02)	New Group awaiting development	Host Team	2 participants recruited 22/04/09 Recruit Participants and gather views & comments	Themed Meetings in Public planned Y2 to gather wider views	
Patient Pathways (IR50 + HOSC)	New Group awaiting development	Host Team	Recruit Participants and gather views & comments		
Sub Groups					
Training	Identify needs of participants	Janet Colvert Maureen Lawrence Elizabeth Mackie	Quarterly meetings	Training Plan to be circulated. E & V Module 1 delivered Induction Training delivered	Notes available May 09
Policies	Review and develop Policies for LINK to conduct its activities	Alan Keyes, LINK Participant, Nick Tapp (Host) Dave Rogers	Report to core Group	Publish Policies and Procedures Agreed	Reports Available
Finance	To monitor and agree project expenditure	Geoff Thomas, LINK Participant, Ray Barrett, E Mackie Nick Tapp	Meet quarterly and report to Core Group	Consider recommendations from the Core Group on expenditure	Reports available & published in Annual Report Y1
Prioritise Issues & Assign Activity Groups	Assess issues according to weighting system, make recommendations to Core Group	Geoff Thomas, Maureen Lawrence, Janet Colvert E Mackie (Host support and advisory role)	Present priorities to the core group monthly	Working projects to take forward issues from the community	Monthly & Publish Outcomes in Annual Report Sept 09
IT	Oversee IT requirements for Core Group	Host Team		Currently undertaken by the Host team	Vacancies Sept 09
Communication & Engagement	Develop Communication & engagement	Raymond Barrett Host	Draft	Currently undertaken by the Host team	Vacancies

	Strategies & Promotion of the LINK				
Info Management	Assess incoming Data Manage Data	Janet Colvert & David Lawrance +Host	Develop Library Resource	Currently undertaken by the Host team	Vacancies
Management of Visits Enter & View	See protocols		ID Badges for Authorised Reps issued	Currently undertaken by the Host team	Vacancies
Representation					
Community Networks Wealden, Lewes, Eastbourne, Hastings, Muddy Boots, Bexhill Rye, Hastings & Rother Health & Social Care Forum	Gather Views from Community Sector	M Lawrence (Lewes)			Vacancies x7
See Confirmed List Joint working protocols Appendix 1					
Working in Partnership					
Countywide PPI steering group	Share information on patient engagement issues	Janet Colvert, Ray Barrett, Alan Keyes	Report Back	Increased joint working	Aug 2009
Productive Wards	Attendance at meetings and visiting wards	Janet Colvert	Report Back	Active participation Featured in LINK Newsletter Edition 12	Review annually
P E A T Annual Inspection	Provide general public perspective of local hospitals: Rye Memorial 25/02 Bexhill26/02 EDGH3/03 Conquest5/03	June Jarrett Dorothy Corbett Margaret Stanton	Report back to core group. Responses received re the reports for follow up	Wider report for public viewing of patient environments. Feedback outcomes of responses to report	Yearly review
Patient Information Group	Review information leaflets given to patients	David Lawrance		LINK contribution to review of patient information	Sept 09
Polegate Ward Review EDGH	Review of Discharge procedure	Pam Lee, Janet Colvert Margaret Stanton	Volunteers speak with patients, carers/families + staff about their	Report by Hospitals of findings	May 09 extended due to

			experiences		
Healthcare Commission Feedback Forms	To allow wider participation in feedback process	Host Team	Responses sent directly to HCC	Healthcare Commission have increased evidence of patient experience	145 Forms sent out via post & email March 09
Patient Surveys	Involvement in Holistic Patient Experiences	David Lawrance		Attend meetings and report back	ongoing
Dementia Strategy (IR48)	Inform Core Group of progress of Strategy	Ivy Elsey			6 monthly updates to Core Group
Implementation of Putting People First	To be aware of developments in East Sussex	Core Group & Host Team	Gather views and comments at Meetings in Public		
Monitoring					
Development of PCT 's Walk in Centre's Station Plaza Silverhill Ore Valley Devonshire Ward	Monitor Development & Participation in Public & Patient Involvement Group	Dave Rogers Ray Barrett Ambrose O'Boyle Margaret Stanton	Attend Meetings and visit site (Ore) make initial enquiries re public involvement	Input Community view into planning of the walk in centre	Project End
Monitor LINK Host Team	Core Group to consider performance of the Host team on quarterly basis	Janet Colvert Reg McLaughlin E Mackie		Input into Performance Management of Host Team	Quarterly meetings with wider stakeholders
Understanding of Agreement	To increase greater understanding and knowledge of host team roles	Host team	Draft version for comment	Joint working agreement	1 year after agreement
Checking Progress	LINK to assess progress monitoring tool	LINK Core Group	Draft available not circulated	Completed end of Y1 survey. Findings in Annual Report	1 year after agreement
Annual Report	Compile & publish	LINK Core Group and Wider Participants	1 st Draft 13/05/09	AGM 17 th June 2009	Publish June 09