

**BIRMINGHAM LINK – HOB Working Group Meeting**  
**Minutes of meeting held Tuesday 25<sup>th</sup> May 2010 (6.30 –8.30pm)**  
**at The Nishkam Civic Association**  
**Soho Road, Handsworth, Birmingham**

**PRESENT:**

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|------------------------|------------------------|-----------------------------|
| ▪ Barry Abell (BA)     | ▪ Norman Howell (NH)   | ▪ Manjit Singh (chair) (MS) |
| ▪ Noorin Akhtar (NA)   | ▪ Harish Mehra (HM)    | ▪ Michael Tye (MT)          |
| ▪ Charles Aldrick (CA) | ▪ Gerry Monihan (GM)   | ▪ John Tyrrell (JT)         |
| ▪ Shanti Chimes (SC)   | ▪ Joyce Osborne (JO)   | ▪ R Williams (RW)           |
| ▪ D. S. Dhesy (DD)     | ▪ Raj Rattu (RR)       |                             |
| ▪ Mango Hito (MH)      | ▪ Charanjit Singh (CS) |                             |

**FACILITATORS PRESENT:**

- Andrew John – Birmingham LINK Host
- Yvonne Perkin – Birmingham LINK Host

**1. APOLOGIES RECEIVED:**

- Sushila Patel (SP)
- Shazad Zaman (SZ)

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**2. MINUTES FROM PREVIOUS MEETING**

Fair record overall. BA stated that he has been mentioned as being the Chair for the previous meeting but this was not accurate.

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**3. MATTERS & ACTIONS ARISING FROM MINUTES**

**Health Centre under Darzi Report:** JT asked if letter of response, AJ informed the Group that a letter of response was received and given to MS.

Freedom of Information Letters: AJ informed the Group that 7 FOI's had been sent out asking for information of commissioners. MS suggested that a record is kept showing the date and what HOB post is sent out, he also informed the Group that an acknowledgement of receipt of the FOI letter should be received by LINK Hosts 2 days after the other party receives it and a proper reply within 21 days.

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**4. Feedback / Update**

Single Equalities and Diversity Day: GM informed the Group that this was held at the Centennial Centre on Icknield Port Road in Ladywood, there were not many HOB members that attended this meeting, although it was a good meeting and very informative, there were more NHS staff than HOB residents. MT stated that he wanted to attend but he had received a letter about this meeting but it was not open to the public. GM contacted PPI and asked them if it was open to the public and they informed him that it was.

Birmingham LINK Planning Day: AJ informed the Group that approximately 40 members attended and 3 priorities were clarified, these were PCT merger, Dignity in Care and IAPT. He also advised that this does not mean that each Group should not follow their own Action Plans as each Group plan is different but the 3 priorities are what the Core Group will be concentrating on.

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## **5. (Missed out by Group)**

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## **6. Event**

RR informed the Group that HOB have organised a Fun day to be held at Goerges Park in Lozells on 5<sup>th</sup> June. MS would like to enquire who is responsible for events information going out to the public as all HOB members should receive this information either by post or email.

## **7. Equality and Diversity**

GM stated that both LINK members and Host need training on this, AJ assured the Group that he will enquire about training and get back to the Group.

## **8.**

GM stated that he has been to meetings held by LINK where there are 2 or more Host staff members and feels that Group meetings would only need 1 Host employee to take the minutes. GM would like clarification from Birmingham LINK of who is responsible for deciding the amount of Hosts that attend meetings.

## **9. Freedom of Information**

MS stated that he was of the understanding from the previous meeting that FOI letters would be sent out the next day as requested by the Group only to find out that LINK Hosts first sought legal advice then took this matter to Core Group, he then stated that any member of the public can ask for information under the FOI Act and therefore there was no reason for the delay. GM complained that it should not have taken a delay of 1 week for these FOI letters to go out and would like a reason as to why this happened by the next HOB meeting. GM/MS to draft letter requesting an investigation

## **10. Formal complaint against the LINK manager**

MT and NH would like to investigate this matter further. GM/MS volunteered to compose a letter to enquire to process regarding FOI's.

JT feels that there are a lot of internal issues at this meeting and would like to continue with 'HOB' items only.

GM and RR explained about checking that processes are established before progressing actions.

## **11. Review section of each meeting**

GM proposed a debrief (not minuted) at the end of meeting to discuss the effectiveness of the meeting and without the Host in attendance.

## 12.

See item 10.

## 13. Core Group resignations

GM mentioned the resignation of 4 Core Group members and questioned the validity / authority of THE Core Group. GM?MS to draft letter to request details regarding election of new members

## 14. Independent premises

GM asked for clarification Re: Location of LINK premises. GM?MS to draft letter to Core Group.

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## 15. Any Other Business

- a) Summary Care Record communication from the PCT letter was not made available in Punjabi language, GM/MS to draft letter.
  - b) JT enquired about the Mashriq Centre. AJ passed details of report compiled by LINK members and informed group that this was currently being dealt with by the legal team for the centre.
  - c) CA queried the point to be made regarding parking at the 4 special care centres.
  - d) CA asked for AJ to find out about the future of Birmingham LINK funding. GM/MS to draft a letter to BCC
  - e) MS circulated details of HOB PCT AGM at The Drum in July and advised members of how they can submit questions to the AGM. MS also encouraged members to attend
  - f) MS spoke about the DNA database and distributed newspaper article. GM/MS to draft a letter of enquiry to the PCT's
  - g) MS informed the Group that the Gym for Free has been scaled back.
  - h) MS questioned the reasoning behind the proposed PCT merger and request a letter be sent out under FOI. GM/MS to compose letter
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## 16. Date of Future Meetings

**Tuesday 29th June 2010 (6.30 – 8.30pm), Nishkam Centre. (TBC)**