



**Notes of Consultative Meeting with  
University Hospital Birmingham Action Group  
(UHBAG)**

**Tuesday 15<sup>th</sup> November 2011  
Held at The Morris Centre, Queen Elizabeth Hospital, Birmingham  
6.30 – 8.30p.m.**

**PRESENT:**

Nick Flint (Chair) (NF)  
Rita Bayley (RB)  
Hazel Cole (HC)  
Rwth Hunt (RH)  
Carol Rawlings (UHB) (CR)  
Peter Colledge (PC)

**FACILITATORS PRESENT:**

Katy Bunn (KBunn) – Birmingham LINK Coordinator  
Pam Dixon (PD) - Birmingham LINK Advisor  
Andrew John (AJ) – Birmingham LINK Deputy Coordinator

**APOLOGIES:**

Rob Rijckborst (RR)

Item	Notes/Actions	By Whom	Date
<b>1</b>	<b><u>CHAIR FOR THE MEETING</u></b>  NF agreed to chair the meeting.		
<b>2</b>	<b><u>MINUTES OF SEPTEMBER 2011 MEETING</u></b>  Minutes were agreed as an accurate record with 2 minor amendments.		
<b>3</b>	<b><u>DRAFT MINUTES OF OCTOBER 2011 MEETING</u></b>  Significant number of amendments was noted. Corrections to be made and minutes resent to members.  The article drafted by Rwth needs to be followed up.	AJ KB	29/1 1  22/1 1

Item	Notes/Actions	By Whom	Date
4	<p><b><u>WORK PLAN – AGREED PRIORITIES</u></b></p> <p>Members agreed that they had previously highlighted non-emergency Patient Transport, Dignity and the use of animal insulin for diabetics as priority issues.</p> <p>KB introduced the decision tree process as a draft for discussion / comment and as an aid to making decisions about what options to pursue.</p> <p>Agreed that: the decision tree would be amended to reflect the need to pursue issues with a longer timescale and so the decision may refer to 'stages' being achievable in the timescale. The objectives would be added to outcomes, as again outcomes were usually achieved over a longer period of time after 'testing' the 'decision-tree' on the issue of non-emergency patient transport. It was agreed that it was a useful mechanism to use.</p> <p>Using the draft 'evidence ladder', it was agreed that the Group wants non emergency transport as a key priority for the group and on the work plan. The Host was asked to:</p> <ul style="list-style-type: none"> <li>• Find useful research from National and research elsewhere, including activity by other LINKs which would help identify what questions the Group should be raising and possible solutions which have been successful elsewhere and that the Host would do some background research to support this.</li> <li>• Identify a resource which would assist in the request for and analysis of any statistics which the West Midlands Ambulance Service might provide.</li> </ul> <p>The use of a specialist data analyst to summarise the figures when available to the group. RH will also ask a colleague who has experience in this area if they could help the group on this activity.</p> <p>To further support the evidence base, it was agreed NF will contact the provider for a full breakdown of the performance figures.</p> <p>It was agreed that the Host would bring a work plan template to the next meeting.</p> <p>'User feedback' would be added to the 'evidence ladder'. CR will find out when the next procurement process for NEPT is due to start so that the work of the Group can aim to influence the next contract.</p>	<p>AJ Host</p> <p>Host</p> <p>NF</p> <p>Host/ RH</p> <p>NF</p> <p>Host</p> <p>CR</p>	<p>29/1 1/11</p> <p>13/1 2/11</p> <p>13/1 2/11</p> <p>13/1 2/11</p> <p>13/1 2/11</p>
5	<p><b><u>FEEDBACK FROM SOUNDING OUT GROUP EXERCISE</u></b></p> <p>Item was not discussed due to time constraints.</p>		

Item	Notes/Actions	By Whom	Date
6	<p><b><u>FEEDBACK FROM TRUST</u></b></p> <p>CR advised that the Trust had won an award from the Nursing Times for care given to older people.</p> <p>CR also advised the group that the Trust had also been nominated for an award from the Patient Experience Network for work on the Carers Advisory Group.</p> <p>Congratulations were expressed by the Group.</p>		
7	<p><b><u>AOB</u></b></p> <p>Host to resend RH draft article for member's comments for inclusion in the Trust magazine.</p> <p>Host reminded members that expressions of interest were being sought for the proposed Strategy Group.</p> <p>CR stated that the LINK would be welcome to make contact with the Patient Network Groups which UHB supports.</p>	Host	29/11/12
8	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p><b><u>It was agreed to keep the present meeting venue.</u></b></p> <p>Next meeting will be Tuesday December 13<sup>th</sup> 2011 at the Morris Centre, Queen Elizabeth Hospital.</p> <p>It was agreed that the issue of Dignity would be the next issue which would be taken through the decision tree and 'evidence ladder' to identify what action the Group could usefully take.</p> <p>RB gave apologies for the next meeting.</p>	AG members	Host Host