

Gateshead LINK  
Interim Steering Group  
Thursday 18<sup>th</sup> September 2008  
Durham Road Baptist Church  
10am – 12noon

**Minutes**

**1. Welcome and apologies**

**Present:**

Harold Stookes           (Chair)  
Dave Wallace  
Ian Mason  
Christine Squires  
Dorothy Henley  
Gev Pringle  
Annie Murphy  
Gretel Keedell

**Apologies**

Bill Llewelyn  
Alastair White

Harold Stookes was nominated and accepted as Chair.

**2. Minutes of the last meeting and matters arising**

***NHS Constitution***

It was noted that not all members of the Steering Group attended the last Meeting so were not aware that it had been decided no response was going to be made to the NHS Constitution. This is still on the Agenda for the Operational Group's next meeting.

***Declaration of Interest Form***

A final copy of the Declaration of Interest Form has been brought to the meeting and is on the Agenda separately.

The minutes of the last meeting were agreed as a true record.

**3. LINK Policies**

- i) **Received Complaints for ratification** – Number 11. on the back page of the document was added "*A record of all received complaints and subsequent outcomes will be held by the LINK in a secure place*". The Steering Group **agreed** to adopt the Policy with the additional wording.

- ii) **Membership Policy for discussion** – The Membership Policy has been discussed by the Operational Group and the Steering Group have **agreed** to adopt the Policy.

#### 4. **LINK Publicity**

- i) **LINK Newsletter** – A copy of the 2<sup>nd</sup> LINK bulletin was handed round. The bulletin is only one side of A4 to make it easier for people to take with them to any upcoming events. The bulletin will also help to highlight the ½ day information event being held at MPH on Thursday 23<sup>rd</sup> October. The bulletin was **approved** for circulation.
- ii) **October event update** – A mailout has now gone out to all LINK members, GVOC members, GCN members, schools, community centres, housing offices, libraries, swimming pools amongst others. The flyer and leaflet were handed round and Annie Murphy read out the accompanying letter. Members were asked to take flyers and leaflets with them to any events they were going to be attending. If there was an inordinate response to this event, it may be worthwhile looking at repeating the event.

#### 5. **New meeting dates**

New meeting dates were distributed.

#### 6. **Host Key Performance Indicators**

A sheet was handed out showing the Key Performance Indicators that will form part of GVOCs contract with the council. These have been developed using Government guidance and from discussions within the Steering Group. A discussion took place around the '360 degree appraisal', with clarification on what that term means.

It was noted that a number of the short term targets have been achieved

#### 7. **Financial Report**

Yvonne Muldowney, GVOC Finance Officer, entered the meeting to give an update the LINK budget. A financial statement was distributed detailing expenditure to date. The audit fee was queried and Yvonne and Gev clarified this.

GVOC Management Fee – a separate sheet was distributed detailing the figures for the management fee. A discussion took place around this information.

The financial statement was accepted by the Steering Group.

## 8. **NALM Update**

A discussion took place around NALM and whether it would be worthwhile to join as a LINK. It was **decided** that individuals could join NALM but the group would wait to join as a LINK. A standing item will be placed on the Agenda for future meetings for individuals who are members to bring along any information they deem to be valuable to the LINK. Members can also inform Annie Murphy of any information.

## 9. **Report back by members**

PCT Engagement Board – Dave Wallace and Gretel Keedell attended this. A discussion took place around the meeting and what was discussed there.

CSIP Strategy to Support Volunteers within Health and Social Care – Christine Squires and Annie Murphy attended this conference. It was brought up about conference fees being high and volunteers not being able to attend due to this.

NE Ambulance Service AGM – This will be taking place on 25<sup>th</sup> September. A discussion took place as to whether to pay expenses for a member of the Steering Group to attend. It was **agreed** that expenses will be paid for this event. It was noted that each individual case will be looked at with regards to expenses.

## 10. **Information**

The following reports were made available for information

- ❖ *NHS Constitution Consultation Documents*
- ❖ *DoH Report on National Patient Choice Survey*
- ❖ *DoH Listening & Responding to Local Involvement Networks*
- ❖ *Gateshead Health NHS Foundation Trust  
PALs Report to LINK*
- ❖ *NHS Next Stage Review Newsletter September 2008*

## 11. **Any other business – external consultants**

AM informed the Steering Group that she had received an email from a firm of external consultation advertising their capacity to develop LINK websites. This information was noted by the Steering Group

## 12. **Date and time of next meeting**

*Thursday 2 October 2008  
10am – 12 noon  
Durham Road Baptist Church  
Gladstone Terrace*