

**Gateshead LINK
Operational Task Group**

**Thursday 9th October 2008
10am – 12 noon
Chopwell Room Civic Centre**

Minutes

1. Welcome and apologies

Present:

| | |
|-------------------|--|
| Dorothy Henley | Resident |
| Kay Parker | Resident |
| Dave Wallace | Voluntary worker |
| Annie Murphy | GVOC |
| Emma Foggon | Carer and Patient Involvement Facilitator Provider/ Development South Tyneside PCT |
| Gretal Keadell | Resident |
| Christine Squires | Resident |
| Ian Mason | Resident |
| Julie Whitehouse | Project Co-ordinator Gateshead LINK |
| Kim Newton | Administrator Gateshead LINK |

Apologies:

| | |
|------------------|---------------------------------------|
| Harold Stookes | Resident |
| Bill Llewellyn | Gateshead Community network |
| Andi Parker | Involvement Worker, Gateshead Council |
| Alison McClellan | Resident |

Ian Mason was nominated and accepted as Chair.

1. Welcome and introductions

Julie Whitehouse was welcomed to the meeting. She is the new Project Co-ordinator for Gateshead LINK.

2. Minutes of the last meeting and matters arising

The minutes of the last meeting were incomplete due to an admin error. Kim apologised and it was agreed to bring them to the next meeting for ratification.

3. LINK Representatives' Handbook / Terms of Reference

A draft copy of the LINKs Representatives Handbook was tabled for discussion. A lengthy discussion took place around the LINK expenses policy. It was noted the document needed clarification on the position of members' using a "bought" bus pass to reimburse a percentage of the cost.

It was agreed project staff will make the amendments on behalf of the group. This will then be forwarded to the Steering Group for ratification. **Action: Project Staff**

Terms of Reference

The document was accepted and no changes were required. The document will also be forwarded at the next Steering Group meeting for ratification.

4. Expense forms (revised draft)

The revised Expenses Claim Form was circulated to the group. It was noted the form had been designed to clarify methods of travel and other expenses for audit purposes. The form was agreed and will go to the next Steering Group meeting to be ratified.

A discussion took place about payment regularity. It was agreed to produce an expenses log for those who would prefer to be paid by monthly cheque.

A more comprehensive claim form may be required in the future, when conferences etc. are attended.

5. NHS Constitution Meeting (group responses)

The document, "Consultation questions and comments for the NHS Constitution" was circulated. It was noted this was the response from the LINK special meeting on the 2nd October 2008. Annie Murphy informed the group that the comments had been forwarded at the NHS North East meeting on the 3rd October. It was noted full details of the event findings will be published on the NHS website.

6. Monitoring of the KPI's (Key Performance Indicators)

A copy of the KPIs for the LINK Host contract was circulated for information. Annie advised the group that the KPI's give both the LINK and the Host a clear indication of what is expected from them.

It was agreed the Host /LINK protocol needs to be developed as this is a year one Indicator. Project staff will develop a draft protocol. The document will be produced for the Ops group on 20th November and forwarded to the Steering Group on 11th December.

Action: Project Staff

7. Protocols with other Organisations

A protocol will be required between LINK and relevant Overview and Scrutiny Committees (O&S). It was agreed the National Centre for Involvement be approached to offer an independent facilitator to develop the protocol. If advised November this can be available in January (2009), at no cost to the LINK or Host.

If possible the training day will be scheduled to coincide with an existing SG meeting date.

8. Any other business / email address

The group were informed the link now had its own email address which is: **gatesheadlink@gvoc.org.uk**

The following documents were circulated for information:

- ***NHS Chief Executives Bulletin***
- ***NHS The Month Issue 13***
- ***LINKs Bulletin Issue 15***

Banner stands

Project staff presented the group with the examples for the new banner stands. The group selected their preferred versions.

Local Engagement Board

A copy of the invitation to the Local Engagement Board Event on Wednesday 15th October 2008 was circulated to the group. It was agreed Project staff would book places for the following LINK members:

Christine Squires

Kay Parker

David Wallace

Ian Mason

It was noted the Project Coordinator will also be attending the event. **Action: Project Staff**

Gateshead NHS Public Consultation Event

A copy of the invitation to the NHS Consultation Event on Monday 17th October 2008 at the Dryden Centre was circulated to the group. It was agreed project staff would book place for the following LINK members:

Christine Squires

Kay Parker

David Wallace

Ian Mason

Dorothy Henley

Action: Project Staff

9. Date and time of next meeting

Thursday 6th November 2008, Room F20 Gateshead Civic Centre