

**Gateshead LINK
Operational Task Group**

**11 September 2008
10am – 12 noon
Whickham Room**

Minutes

1. Welcome and apologies

Present:

Dorothy Henley	Resident
Harold Stookes	Resident
Ian Mason	Resident
Emma Foggon	Carer and Patient Involvement Facilitator Provider/ Development South Tyneside PCT
Christine Squires	Resident
Caroline Airs	GAIN (Chair)
M Summerill	
Annie Murphy	GVOC Host
Andi Parker	Involvement Worker, Gateshead Council
Kim Newton	Minute taker- Gateshead LINK

Apologies:

Kay Parker	Resident
Alison McClellan	Resident
Bill Llewellyn	Resident
Dave Wallace	Voluntary Worker

Caroline Airs was nominated and accepted as Chair as was agreed at the last meeting.

2. Minutes of the last meeting and matters arising

The correct spelling of Emma Foggon's name was noted for the record

Policy for LINK membership

Annie apologised for not bringing the document to the group, and it was agreed to forward this item to the Steering Group.

3. LINK representation policy and selection process

A lengthy discussion took place about LINK representation and how the LINK will engage with other forums. Dorothy asked for clarification of the LINKs authority and which forums the group would like to be part of. It was suggested that the LINK seek representation on the following:

- ❖ Overview and Scrutiny Cttee
- ❖ PCT
- ❖ NHS Health Foundation Trust
- ❖ Gateshead's Health and Social Care Partnership
- ❖

Further discussion ensued about how members would be selected to represent the LINK and the following was agreed:

- ❖ The LINK Representation Policy will include a section on roles and responsibilities. This would include conveying the views of the wider community and feeding back to the LINK Steering Group.
- ❖ Initially the LINK reps will work on their own particular field of interest, but would mentor new members who showed an interest
- ❖ Training of reps should be reviewed once every year
- ❖ LINK representation will be decided through the Steering Group for ease of co-ordination
- ❖ In an emergency situation the Chair will nominate a rep to represent the Link. A member of staff can also be asked to attend to gather information on behalf of the organisation
- ❖ In the event of 2 reps wishing to represent the LINK the Steering Group will use an exhaustive voting system

Annie informed the group that all GCN (Gateshead Community Network) Reps were issued with the GCN handbook, and offered to provide a copy to the group for information. It was agreed to mail out the handbooks to members of the group for discussion at the next Operational Group meeting

Action: GVOC

4. New meeting dates

A table of new meeting dates and venues until March 09 was circulated to the group for information.

5. Reports for information

The following reports were tabled for information:

*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*

The group were notified of various event invites that had been received. It was agreed to bring all invites to future group meetings for information **Action: All**

It was noted at this point that the transitional period for LINK projects to have an appointed Host organisation has been extended to December 08

Andi Parker requested that a current employee of Gateshead Council, who has been appointed as the LINK Co-ordinator for North Tyneside, be allowed to attend the next LINK Steering Group as an observer prior to her taking up her new post. It was agreed that the officer could attend as an observer.

6. Any Other Business

Harold Stookes updated the group on the proposed changes to Ear Nose and Throat services in Gateshead and the planned consultation events. It was noted this is a poor example of consultation with no time frame for responses.

Annie Murphy offered to contact Emma Cameron on behalf of LINK members who feel that this is not the best method of ensuring that enough local people have the opportunity to find out about the proposed changes.

6. Date and time of next meeting

25th September 2008, 10.00a.m - 12.00 noon, Blaydon Room