

**Gateshead LINK
Operational Task Group**

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

Minutes

1. Welcome and apologies

Present:

Dorothy Henley	Resident
Harold Stookes	Resident
Bill Llewellyn	Gateshead Community network
Kay Parker	Resident
Dave Wallace	Voluntary worker
Graeme Iyall	Gateshead Carers Association
Alistair White	Headway
Steve Cowen	GAIN
Gev Pringle	GVOC
Annie Murphy	GVOC

Apologies:

Ian Mason	Resident
Emma Foggon	Carer and Patient Involvement Facilitator Provider/ Development South Tyneside PCT
Christine Squires	Resident
Andi Parker	Involvement Worker, Gateshead Council
Kim Newton	GVOC
Alison McClellan	Resident

Gev Pringle was nominated and accepted as Chair

1. Welcome and introductions

Steve Cowen was welcomed to the meeting. He is the new Co-ordinator for GAIN.

2. Minutes of the last meeting and matters arising

AM informed the meeting that the draft policy on LINK membership had been submitted to the LINK Steering Group on 18 September. The steering group had subsequently ratified the Policy.

The minutes were agreed as a true record

3. LINK Representatives Handbook

Prior to this meeting AM had circulated a copy of Gateshead Community Network's reps handbook to members of the Operational task group.

Members agreed that this was a useful template and proceeded to work their way through the Handbook making a series of amendments and additions to the content.

AM agreed to produce a draft copy of the LINKs Reps handbook incorporating all changes and circulate to members for comment

AM is also to produce a short draft procedural document explaining how LINK representatives are to be selected based on the points agreed at the Operational Task Group on 11 September

Action: GVOC

3. LINK Policies

AM informed the group that the following LINK policies need to be developed:

- LINK Terms of Reference*
- Protocol between Host and LINK*
- Protocols with OSC*
- LINK member Training Policy*
- Marketing and PR Strategy*
- Equality and Diversity Policy*

This information was duly noted by the Operational Task Group and it was agreed that today members would consider the LINK Terms of Reference

3a. LINK Terms of Reference

AM circulated a copy of Durham LINKs Terms of Reference which members proceeded to discuss and amend to produce a draft Terms of Reference for Gateshead LINK. Members agreed that it was important to have Terms of Reference ratified prior to the LINK event on 23 October

AM will produce a draft copy incorporating the changes agreed at this meeting

Action:GVOC

4. Reports for information

The following documents were tabled for information:

Gateshead PCT Equitable Access to Primary Care Medical Services Consultation Report Summary Sept 2008

Health Care Commission letter: LINKs and the annual health check in 2008-09

Gateshead LINK Bulletin No.2

5. Any Other Business

Copies of the promotional material for the LINKs event on 23 October were made available to members for distribution to relevant organisations

6. Date and time of next meeting

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