

Gateshead LINK  
Interim Steering Group  
Thursday 21<sup>st</sup> August 2008  
Bridges Room  
10am – 12 noon

## **Minutes**

### **1. Welcome and apologies**

#### **Present:**

Harold Stookes  
Dave Wallace  
Kay Parker  
Vicky Parsons  
Caroline Airs      Chair  
Ian Mason  
Annie Murphy  
Andi Parker  
Graham Lisle  
Gretel Keedell  
Kim Newton (minute taker GVOC)

#### **Apologies:**

Dorothy Henley  
Janice Todd  
Allison McClellan  
Lyn Boyle  
Mish Loraine  
Malik Chaudhry

Caroline Airs was nominated and accepted as chair.

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

#### ***Management and finance section breakdown***

A breakdown of the management and finance section of the budget was requested at the last meeting. It was noted this was not available

at the present time due to staff sickness at GVOC. Gev apologised and would make the document available as soon as possible.

### ***NHS Constitution***

It was agreed no response was needed to this document which had been circulated at the last meeting.

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

### **3. Draft LINK Policies for discussion**

#### **i) Received Complaints**

The draft copy of the Received Complaints Policy was circulated and the chair requested that the group take some time to read the document. A lengthy debate and discussion took place and it was agreed Annie Murphy would amend the document with the changes and post them out to members of the SG present. This could then be forwarded to the next SG meeting for ratification.

#### **ii) Declaration of Interest Form**

This document was adopted with 1 minor addition which will include a paragraph to state that members are required to update the declaration every 12 months.

#### **iii) Registration Forms - large print version**

It was agreed to adopt the large print registration forms

### **4. LINK October event update**

The LINK October Event flyer was passed to the group and comments were invited.

Discussion ensued and it was agreed the LINK needed to be clear about the event objectives. It was decided to take the flyer back to the Promotional group for further work.

### **5. Host Key Performance Indicators**

This agenda item was deferred until the next meeting.

## **6. NALM update**

This agenda item was deferred until the next meeting.

## **7. Information:**

- ❖ National Carers Strategy Summary
- ❖ PCT World Class Commissioning
- ❖ Response document *Consultation on regulations for LINKs*
- ❖ Gateshead PCT National Survey of local health services
- ❖ DoH Engagement Analysis NHS next stage review

The above documents were offered for information.

## **8. Any Other Business**

None

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

Thursday 18<sup>th</sup> September 2008  
10am-12 noon  
Durham Road Baptist Church