

THE LINKS OPERATIONAL TASK GROUP

17 APRIL '08 – Notes of meeting

Present:

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|-------------------|---|
| Andi Parker | Involvement Worker, Gateshead Council |
| Lyn Boyle | Planning and Development Manager, Gateshead Council |
| Janice Todd | Carer |
| Ian Mason | Resident |
| Christine Squires | Resident |
| Harold Stookes | Resident |
| Dorothy Henley | Resident |
| Jane White | Peer Mentor |
| Esther Ward | Older People's Assembly |
| Bill Llewellyn | Resident |
| Norman Wharrier | Resident |
| Annie Murphy | GVOC |
| Gev Pringle | GVOC |
| David Wallace | Voluntary Worker |
| Kay Parker | Individual |
| Vicky Parsons | Older People's Assembly |
| Alastair White | Headway – The Brain Injury Association |

Apologies:

Caroline Airs GAIN

THE LINK NEEDS TO BE:

Transparent.
Accountable.
Fair.

GROUP FEEDBACK

What does the Link Need to Do/Have in Place to Achieve This?

- ★ Simplicity is Essential
- ★ Aim is action and inclusion.
- ★ We need 'Structure' – A Central Group – Steering Group at present.
- ★ Task groups to bring information back to Centre.
- ★ (Mapping exercise to be done).
- ★ Theme/issue – what is currently happening?
- ★ Agree Nature of the Constitution
- ★ Agree who is a member – their roles, our rules
- ★ Task Groups – flexibility.
- ★ Use expertise of other organisation's policies and procedures.
- ★ Look at other models of decision making – pilot sites.
- ★ Agree who signs off Annual Report
- ★ Agree work plan – 6/12 months
- ★ Check OSC Work Plan (also Links Guidance to OSC – Angela Frisby).
- ★ Who and what is a member?
- ★ If a Management Group – What is relationship with the full membership?
- ★ Look for models of governing docs – policy procedures/EOs etc – or cannibalise & invent them to suit the LINK.
- ★ Relationships with senior managers – what is the local vision for H&SC?

Next Steps (towards making Action Plan)

{ FILENAME \p }

1. Research – TOR, Codes of Conduct, Policies, Pilot Sites etc etc
Action: GVOC/Council bring max 3 examples to share

2. GVOC capacity & staff –
Action: Invite Colin Roberts re capacity building & bring examples. Cover: Management arrangements (who makes decisions?)
 - Protocols
 - Elections
 - Relationships etc with wider members
 - Roles of LINK reps on other groups/meetings
 - Dealing with issues outside identified priorities
 - Agreement who/what is a “member”

3. When does our LINK employ staff?
 - Once procedures are in place?
 - Once workload builds?**Action:** themed focus group

4. Mapping Exercise. Cover mapping of:
 - membership
 - Relations with stakeholders
 - Workstreams elsewhere inc. OSC
 - Health, Social Care
Action: GVOC/Council

5. Task Groups into themed working groups that individuals can join with recommendations to “decision making” group (recruitment/training)

6. Agree Meeting protocols
Action: Next meeting

7. Our role as an information giver and sharer

8. How do we keep people engaged and support them?
Action: Promotional Group?

GVOC/Council to take this away and turn into an Action Plan for the 3-6months with guidance from others (Colin at GVOC re likely timescales to achieve above)

DATE OF NEXT MEETING: We offered a list of dates that we felt we could achieve. These were agreed by the meeting. People were happy for the Venue to continue being at the Civic Centre. Andi agreed to arrange rooms.

Thursday 8th May. 10am-12. Whickham Room.