

**Gateshead LINK  
Operational Task Group**

**Thursday 6<sup>th</sup> November 2008  
10am – 12 noon  
Room F20, Legal and Corporate Reception  
Civic Centre**

**Minutes**

**1. Welcome and apologies**

**Present:**

Dorothy Henley	Resident
Kay Parker	Resident
Christine Squires	Resident
Ian Mason	Resident
Alison McClellan	Resident
Gev Pringle	GVOG
Julie Whitehouse	Project Co-ordinator Gateshead LINK
Kim Newton	Administrator Gateshead LINK

**Apologies:**

Annie Murphy	GVOG
Bill Llewellyn	Gateshead Community network
Dave Wallace	Voluntary worker
Emma Foggon	Carer and Patient Involvement Facilitator Provider/ Development South Tyneside PCT

Ian Mason was nominated and accepted as Chair.

**1. Welcome and apologies**

It was noted Harold Stookes has decided to dip out of the LINK for the immediate future due to personal reasons. It was agreed project staff would write to Harold thanking him for his contribution to the LINK.

**Action: Project Staff**

**2. Minutes of the last meeting and minutes of meeting 25<sup>th</sup> September 2008 and matters arising**

The minutes of the meeting 25<sup>th</sup> September were agreed as a true record and there were no matters arising.

The minutes of the meeting 9<sup>th</sup> October were also agreed as a true record and there were no matters arising.

### **3. Draft Report on the LINK Conference, October 2008.**

The October Event was discussed at length and the following comments were noted:

- The event was good but needed to be longer to allow people to feed their comments back. The group viewed this as a positive remark
- The banner stands the event had looked professional and striking.
- It was hoped the event had widened the membership of the LINK

The Draft Report on the LINK Conference was circulated to the group for information and discussion. The full document with appendices and delegates' comments will be forwarded to the Steering Group for ratification. This will then be made available to all those who attended the event.

#### **Action: Project Staff**

A member of the group commented about procedures and processes of hospital discharge. It was noted the implementation of the hospital discharge system should be looked at by the LINK in the future.

The LINK Event "cross cutting themes" was circulated to the group. Lengthy discussion took place. It was noted Task groups will be formed around some of the themes that have evolved from the October Event.

Two themes of these will be:

Hospital Discharge and the implementation of procedure

## Residential Care Services

### Carer's assessments

Further information on carer's assessments was requested to evaluate whether the above issue has a place in the LINK work plan. It was agreed the Project Coordinator will contact the Carers Association to gather information about assessments.

**Action: Project Staff**

### **4. Alteration of Steering Group meeting date scheduled for 11<sup>th</sup> December 2008.**

The Project Coordinator requested the Steering Group on the 11<sup>th</sup> December be rescheduled due to other commitments. It was agreed the meeting will now take place on 8<sup>th</sup> December staff will confirm the new venue.

**Action: Project Staff**

### **5. Monitoring of the KPI's (Key Performance Indicators)**

It was noted Project staff will develop a draft protocol. The document will be produced for the Operational Group on 20<sup>th</sup> November and forwarded to the Steering Group on 11<sup>th</sup> December.

**Action: Project Staff**

### **6. Protocols with other Organisations**

The National Centre for Involvement has been approached about the offer of free training to develop a protocol for work with Overview and Scrutiny Committees (O&S).

The group agreed the training should be arranged around preset Steering Group dates. The Project Coordinator will confirm the date and notify the Steering Group.

**Action: Project Staff**

### **7. National Association of LINKs Members Patient and Public Involvement in Health and Social Care**

**An interim report on the start up and the development of LINKs**

The document was circulated to the group for information and a lengthy discussion took place. It was agreed the document will be circulated to the Steering Group. This will then be tabled at a future Steering Group meeting.

#### **8. Any other business**

Future meeting dates of the PCT Local Engagement Board were requested by the group. Emma Foggin will provide the group with future dates.

**Action: Emma Foggin**

The Chair requested a Christmas celebration be held in December for the LINK members, past and present. It was agreed to hold the event immediately after the 8<sup>th</sup> December Steering Group, a buffet lunch will be provided.

**Action: Project Staff**

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

10.00am – 12.00noon

Thursday 20<sup>th</sup> November 2008, Room F20 Gateshead Civic Centre