

**Gateshead LINK
Operational Task Group**

**Thursday 20th November 2008
10am – 12 noon
Room F20, Legal and Corporate Reception
Civic Centre**

Minutes

1. Welcome and apologies

Present:

Kay Parker	Resident
Christine Squires	Resident
Ian Mason	Resident
Alison McClellan	Resident
Dave Wallace	Voluntary worker
Gretel Keadell	Resident
Julie Whitehouse	Project Co-ordinator Gateshead LINK
Kim Newton	Administrator Gateshead LINK
Annie Murphy	GVOC

Apologies:

Dorothy Henley	Resident
Bill Llewellyn	Gateshead Community network

Ian Mason was nominated and accepted as Chair.

2. Minutes of the last meeting and matters arising

The minutes of the meeting 6th November were agreed as a true record.

Draft Conference Report

It was noted the Draft Conference Report had been deferred by the Steering group as few people were present at the next meeting.

It was agreed the sentence in the draft report referring to Hospital discharge will now read; LINK **could** examine the procedures and processes that govern this.

The Project Coordinator updated the group on Carers Assessments and it was noted Gateshead Crossroads and Gateshead Carers are jointly working on a revised document with the Carers Forum and the Carers Partnership. New Deal for Carers will be refunded from April 2009.

3. Draft Protocol between LINK and Host

Host core responsibilities to LINK

The draft document was circulated to the group and lengthy discussion took place. Agreed amendments to the draft document will be forwarded to the Steering Group for ratification.

The following points were noted:

- The LINK must produce an annual report. It was agreed to add this to the next Operational Group agenda for discussion.
- All LINK visitors must be CRB checked and the charge will be met within the LINK budget.
- A Code of Conduct about rules and regulations for LINK visitors will need to be produced.

LINK responsibilities

The draft document was circulated to the group for discussion. It was agreed to forward the document with the all the changes to the Steering Group for ratification.

The following point was noted;

- Members' feedback is a standard agenda item at all meetings. Project staff will produce a standard format document for members' reports. It was noted this should not be a lengthy document. **Action Project Staff**

4. Gateshead Council Draft Protocol

The above document had been circulated in advance of the meeting. It was noted this should be a joint protocol between the Overview and Scrutiny Committee (OSC) and the Gateshead LINK. A lengthy discussion took place and the group suggested changes to the document. It was agreed the Project Staff will make the changes. This will then be circulated to the group and comment invited before the document is tabled at the Steering Group. This will then be taken up with the OSC: **Action All**

It was agreed as the protocol has now been addressed the Steering Group should choose a new topic for the free training the Expert Advisory Team: Action **Steering Group**

5. Royal College of Nursing (Patient View Consultation)

The above document was passed for information and discussion. It was agreed the questionnaire should be a individual response and not a LINK response. Those members who choose to respond to the questionnaire could forward it to the Project Staff for posting, if required.

6. LINK members' training policy

This agenda item was deferred until the next meeting

7. Conferences updates

Ian Mason and Dave Wallace will be attending the National Centre for Involvement Conference on 25th November

It was agreed to forward the Gateshead LINK questions for the event surgery, in advance of the conference: **Action Project Staff**

8. Members update

CSIP North East, Yorkshire and Humberside Regional Office

1st December: LINKs and Commissioning

Dave, Kay, Ian and Gretal have places booked. An additional place will be requested for Christine. **Action Project Staff**

9. For information

*LINK Bulletin Issue 16
Department of Health, Social Care Bulletin July 2008
The case for change- Why England needs a new care and support
system*

10. Any other business

It was agreed to purchase week to view diaries for members of the Steering Group and Task Groups: **Action Project Staff**

11. Date and time of next meeting

Thursday 4th December 2008
10 am – 12 noon
Chopwell Room, Chief Executives Department