

**Gateshead LINK  
Operational Task Group**

**28th August 2008  
10am – 12 noon  
Bridges Room**

**Minutes**

**1. Welcome and apologies**

**Present:**

Dorothy Henley	Resident
Dave Wallace	Voluntary Worker
Harold Stookes	Resident
Ian Mason	Resident
Emma Foggin	Carer and Patient Involvement Facilitator Provider/ Development South Tyneside PCT)
Caroline Airs	GAIN (Chair)
Kay Parker	Resident
Gretel Keadell	Resident
Annie Murphy	GVOG Host
Kim Newton	Minute taker- Gateshead LINK

**Apologies:**

Alison McClellan	Resident
Bill Llewellyn	Resident
Andi Parker	Involvement Worker, Gateshead Council

Carloine Airs was nominated and accepted as Chair.

Welcome and Introductions were made to Emma Foggin a new member of the LINK, from South Tyneside PCT)

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

It was noted Dorothy Henley Chaired the last meeting not Harold Stookes and Gretel Keedle had attended the last meeting but was not recorded on the minutes.

The minutes of the last meeting were agreed as a true record with the above changes.

### **3. Discipline and Complaints Policy (continued)**

The amended draft policy document from the Steering Group was circulated. A discussion took place and it was agreed to accept the proposed changes with the addition of a paragraph to include the safe storage of records.

It was agreed that a record of all complaints and outcomes will be held by the LINK staff in a safe place for future reference.

Annie will make the final alterations, before the document is forwarded to the next Steering Group meeting for ratification on 18<sup>th</sup> September 2008. **Action A.M**

### **4. Declaration of Interest Form**

*Guidance for the Register of Members' Interests*

One minor change was required to include the "membership of organisations". It was agreed this document would also be forwarded to the Steering Group for ratification at the next meeting with the agreed changes. **Action A.M**

### **5. Policy for LINK membership**

*Stronger voice, better care LINKs explained (Department of Health)*

The document was passed to the group for information and discussion.

It was noted the National Legislation states, any one can be a member of any LINK in the country.

Following a lengthy debate about who could be a member of the LINK the group agreed

- Any one can join Gateshead LINK
- Any Organisation can join but attendance at LINK decision making groups will be limited to 2 representatives per organisation
- Organisations will be limited to 1 vote per organisation

- In order to have a vote people must be a registered member of the LINK, they must also have completed Declaration of Interest form
- In the event of a vote members must declare any interest in the topic under discussion. The meeting will then decide whether the member(s) need to withdraw before the vote.
- It was stipulated that all members of Gateshead LINK must declare their interests and update the forms on a yearly basis.
- The task groups could invite relevant people to meetings to broaden their knowledge of particular subject field.

It was agreed that GVOC would draft a Membership Policy for discussion at the next Operational Task Group. **Action A.M**

Future Gateshead LINK representation, and selection process was requested as a future agenda item. It was also agreed that on the Steering Group papers there would be a standard agenda item *LINK member report back on networks or meetings attended*

#### *Local Engagement Board for Gateshead PCT Invite*

The invite from the PCT was circulated to the Group for information. It was agreed members of the Group would attend as residents of Gateshead and not LINK members. Feedback from the event and any future events could become a standing agenda item at Steering Group Meetings.

## **6. Any Other Business**

### *Dates for your diary; LINK meetings*

A duplicate of the above document was circulated for information and it was noted future dates and venues now needed to be set. GVOC Staff will look for dates and venues until the end of December and circulate the new dates to members.

A discussion took place about the duplication of some work between the Operational Group and the Steering Group. It was recognised this would occur periodically but the Operational Group function was still valid. This would enable the Steering Group to concentrate on strategic decision making.

A Chair for the next meeting was requested and Caroline was nominated and accepted. Caroline informed the group this would be last meeting as she was leaving GVOC for a new Job opportunity that had arisen. The Group wished Caroline well and thanked her for all the work and input into the LINK project.

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

**11<sup>th</sup> September 2008, 10.00a.m - 12.00 noon, Whickham Room**