

**Gateshead LINK
Operational Task Group**

**Thursday 5 February 2009
10am – 12 noon
GVOC**

Minutes

1. Welcome and apologies

Present:

Kay Parker	Resident
Emma Foggon	PCT Carer and Patient Involvement (SOTW)
Julie Whitehouse	Project Coordinator, Gateshead LINK
Gretel Keadell	Resident
Dorothy Henley	Resident
Christine Squires	Resident
Annie Murphy	GVOC
Ethel Donnelly	Resident

Apologies:

Pauline Wallace	Resident
Alison McClellan	Resident
Ian Mason	Resident
Dave Wallace	Voluntary worker
Kim Newton	Administrator, Gateshead LINK

Kay Parker was nominated and accepted as Chair.

JW informed the group that Vicky Parsons wishes to remain involved with the LINK, but will not be attending future meetings.

2. Minutes of the last meeting and matters arising

Planning for Good Health (questionnaire)

Gateshead Council and Gateshead Primary Care Trust

Project staff have contacted Don Watson and Andy Billet (Gateshead Council) to request the report findings and are awaiting a response.

PEANuT Training

Maggie Woodward has requested the postcodes of those members who will be attending the training. Members gave their permission for this information to be passed on.

Christine Squires has already completed PEANuT training, so there is a spare place on the forthcoming training programme.

Minutes by email

Kay Parker is experiencing problems opening email sent by the LINK.

Action:

KM to sort out internally at GVOG.

3. LINK Communication and Engagement Officer Post

A total of 19 applications were received for the above post.

GVOG have shortlisted 6 applicants who will be interviewed on Wednesday 11 February.

A copy of the interview questions were circulated to the group for information. However all copies were collected in at the end of this agenda item to ensure confidentiality prior to the interviews.

4. Healthcare Commission Annual Healthcheck

AM circulated a first draft of the LINK's statement for comment and discussion.

A few amendments were suggested by members, but otherwise the group were happy for the statement to be submitted to the Steering Group.

AM and JW are doing a presentation about the Gateshead LINK to PCT commissioners and managers on Friday 6 February.

5. Training Update

5 (i) Expert Advisory Team Training on Enter and View.

JW outlined the discussion that had taken place with the IDEa Trainer prior to delivery of the above training. However, JW did not receive a programme outline prior to the training and OHT information was only received 2 days before the event.

Members who attended the training were not impressed by the fact that he had prepared 31 slides. They felt that it was tedious, they did not learn anything new and in fact it simply repeated what they already knew.

The group completed the Training Evaluation Form and JW will submit the completed form to the Steering Group before forwarding it to IDEa.

IDEa only allowed a week for return of the Form following the delivery of training. However the group felt that this was unrealistic as the LINK may not have a meeting planned within that timeframe.

5(ii) Information was circulated re: Healthcare Commission and CSIP event planned for 5 March at Newcastle Assembly Rooms.

This event concerns LINK and the Annual Healthcheck. Members felt that they were already up to date with this information and therefore nobody from the LINK will attend.

6. Working groups update

Dates, times and venues have been arranged as follows:

Mental Health

Mon 23 Feb, 1-3pm at GVOC.

Carers

Tues 24 Feb, 2-4pm at Gateshead Carers Association.

Residential Care

Wed 4 March, 10.30am – 12.30pm at Gateshead Civic Centre.

Hospital Discharge Procedures

Tuesday 10 March, 10.30am – 12.30pm at Gateshead Civic Centre
It was noted that Terms of Reference need to be devised for each Working Group. It was agreed that JW would produce a draft document for discussion by the Operational and Steering Group.

It was agreed that people who attended the Working Groups would need to become a registered member of Gateshead LINK.

It was also noted that under the agreed LINK Governance Structure each of the Working Groups would nominate a member to sit on the LINK Steering Group. Therefore, at some point the Steering Group will need to consider moving from interim status to fully operational.

Action: JW to prepare draft Terms of Reference for Working Groups

7. Draft Training Policy

JW circulated a first draft of the LINK Training Policy for discussion

It was agreed that the policy needs to differentiate between new members and designated LINK Reps. Thus new members who wish to attend meetings and events would receive a LINK's Welcome Pack, whilst new Reps would receive the LINK's Reps Handbook

Action: JW to make amendments and table the revised draft at the next Steering Group

8. Public Health Campaigns 2009

JW circulated the calendar of national events planned for 2009.

It was agreed that Gateshead LINK would like to receive information about World Health Day and Alcohol Awareness Week.

Action: LINK staff to send off for information packs
JW to check out if anything is planned in Gateshead around the following events that the LINK may be able to get involved in:

12 – 18 April, Mental Health Action week
20-26 April, Depression Awareness week
29 June – 3, July Alcohol Awareness week

9. Ambulance Trust/LINK Group

It was noted that Ian Mason has been attending NEAS meetings as an individual resident. However it was felt that the LINK needed to formalise this arrangement. Therefore the Operational Group was recommending that Ian becomes the formal LINK rep to NEAS.

The NEAS meets 6 times a year. The Operational Group feel that the LINK requires a minimum of 3 weeks notice of agenda items so that LINK members can discuss prior to NEAS meetings and make recommendations/comments as appropriate. They need to consider whether topics are relevant to the LINK Work Plan and whether it is necessary for the LINK Rep to attend all meetings.

JW will attempt to have an informal meeting with Mark Cotton on Monday 9 Feb at the Ambulance Service meeting she is attending with Ian Mason.

Action: Recommendation of Ian as rep to be submitted to the Steering Group for approval

10. Common Assessment Framework for Adults

JW informed the group that this is in draft form and is out to consultation until April 2009

Copies of the summary of this document were requested by:
Gretel, Kay, Ethel, Christine and Emma

Action: Staff to circulate

11. Conferences

The following information on conferences was circulated to the group:

i) *LINKs and Health Scrutiny*

This takes place on 13 March. JW attended a similar event in December 08. Therefore the group decided that LINK did not need to attend this event.

ii) OOH Urgent Care Conference, 19 March

Emma Foggon will circulate this within the PCT.
It was felt that this conference was not applicable to the LINK Work Plan

iii) LINK Host Organisations and LA's

It was agreed that LINK did not need to attend this as they have already completed this work with their Host.

iv) PCT Local Engagement Board

This takes place on 18 Feb at Dryden Road.

It was noted that the following people were attending as individuals:
Christine, Gretel, Kay and Emma

12. Members' Reports

Kay reported on the event in York 'Monitoring Host Contracts' that she had attended with Gretel, Annie and Julie. It was interesting for LINK members to hear what was happening in other LINKs. It was clear that Gateshead LINK were further ahead than other LINKs in terms of policy development and protocols between the LINK and their Host.

13. Date and time of next meeting

Thursday 19 February
10 am – 12 noon
GVOC
John Haswell House

Christine offered her apologies for this meeting as she has a clash of meetings