

**Gateshead LINK
Operational Task Group**

**Thursday 8th January 2009
10am – 12 noon
Blaydon Room
Civic Centre**

Minutes

1. Welcome and apologies

Present:

Kay Parker	Resident
Ian Mason	Resident
Dave Wallace	Voluntary worker
Dorothy Henley	Resident
Bill Llewellyn	Gateshead Community network
Christine Squires	Resident
Annie Murphy	GVOG
Kim Newton	Administrator, Gateshead LINK
Emma Foggon	Carer and Patient Involvement (South of Tyne & Wear NHS)
Pauline Wallace	Resident
Ethel Donnelly	Resident
David Brady	Gateshead PCT substance misuse

Apologies:

Alison McClellan	Resident
Julie Whitehouse	Project Coordinator, Gateshead LINK
Gretel Keadell	Resident

Ian Mason was nominated and accepted as Chair.

Introductions were made to two new members of the group Pauline Wallace and Ethel Donnelly. It was noted Pauline has previously been involved in the Linkup project.

2. Minutes of the last meeting and matters arising

The minutes of the meeting 18th December were agreed as a true record.

Matter arising:

- *Annie has started to identify key headings for the LINK Annual Report.*
- *Project staff will clarify the date for the Enter and View training by the Expert Advisory Team*
- **Care Quality Commission Stakeholder Event (Leeds).** *LINK members are unable to attend as it is fully booked.*

3. NALMS (National Association of LINK Members)

The NALMS members' newsletter and membership form was tabled for discussion. Ian explained to the new LINK members the background to NALMS and the following was noted.

- NALMS were put in place to bridge the gap between PPIs ceasing and LINKs coming on stream.

A lengthy discussion took place about the role of NALMS and the value of Gateshead LINK joining as a group. It was noted Gateshead LINK had decided at a previous Steering Group meeting not to join as a collective group.

The following was agreed:

- Members may join as individuals.
- The Steering Group would need to ratify the decision to join as group.

4. Planning for Good Health (questionnaire) Gateshead Council and Gateshead Primary care Trust

The above document was tabled for discussion and a lengthy discussion took place about the merits of the survey. The deadline for the questionnaire is 23rd January 2009.

It was agreed to respond to the survey as an individual. It was noted the LINK would like to receive a report of the findings. Project staff will contact

Don Watson (Gateshead Council) to discuss the issue further **Action: Project Staff**

5. Training for LINKs

Help and Care

Training for LINKs booklet received from the independent Charity “Help & Care”, was circulated for information and discussion. It was agreed Gateshead LINK would source training locally as far as possible. The training information from Help and Care will be held on file for future reference.

PEANuT (Participatory Evaluation and Appraisal in Newcastle upon Tyne) Training

Annie informed the group about the offer of free training from Maggie Woodward from the PCT about methods of engaging with the community, and the following was noted

- The training will be funded by the PCT run by Newcastle University
- This will be a 5 day course
- The topics will include practical exercises and no special skills are needed

It was noted a orientation session will be held on 11th February the venue is to be confirmed. **Action: Maggie Woodward/Project Staff**

It was agreed the following people will attend the orientation event:

Dave Wallace
Ethel Donnelly
Kay Parker
Kim Newton
Bill Llewellyn
Dorothy Henley
Pauline Wallace

Annual Health Check (AHC) (LINK Involvement)

Hillary Matthews (Involvement Lead, Gateshead NHS Health Trust)

At this point Hillary Matthews joined the meeting and gave the group a talk on the AHC procedure. Contributions to the Healthcare Commission AHC were circulated to the group for information. It was agreed Hilary would

forward the information to project staff to attached the minutes. **Action:**
Hillary Matthews

6. Gateshead Social Care performance (Summary Document)

The above document was tabled for information and discussion.
It was noted this was a good star rating for Gateshead Council but does not in all cases reflect reported public experience of Social Care.

7. Any other business

Gateshead LINK draft Annual Report

The above document was circulated to the group for information and discussion. It was noted this was a good 1st draft.

Task Groups

It was noted the October Event report had been circulated to all those who had attended the event. A reply slip had been included to invite people to sign up for the various task groups approved by the Steering Group.

The groups are as follows:

Mental Health

Carers

Residential Care

Hospital Discharge Procedures

Business Cards

The business cards were handed out to the group to distribute. It was agreed further cards will be printed when needed.

8. Date and time of next meeting

Wednesday 21st January 2009
10 am – 12 noon
Durham Road Baptist Church