

# Gateshead LINK

## Promotional Task Group Meeting Thursday 20<sup>th</sup> November 2008 1.00pm – 3.00pm

Room F20, Chief Executives Office, Civic Centre

### Minutes

#### 1. Welcome and apologies

##### Present:

Ian Mason	Resident
Kay Parker	Resident
Christine Squires	Resident
Julie Mains	Project Coordinator (LINK)
Kim Newton (minute taker)	Administrator (LINK)
Janet Butler	Community Bridge Building
David Wallace	Voluntary Worker
Annie Murphy	GVOC Host

##### Apologies:

Bill Llewellyn	Resident
Gretel Keadell	Resident
Dorothy Henley	Resident

Ian Wallace was nominated and accepted as Chair.

#### 2. Minutes of last meeting and matters arising

The minutes of the last meeting were agreed as a true record with the following amendment.

It was noted Christine had attended the last meeting but was not recorded on the minutes.

There were no matters arising.

### 3. Training update

#### *Presentation Skills*

The Project Coordinator informed the group Presentation Skills training was available for the Task and Steering Group members. The group offered available dates in December. Julie will offer these dates to the trainer and arrange the training event. **Action: Project Staff**

It was noted the Operational Task group had now worked on a suggested protocol for work with the Overview and Scrutiny Committee. It was agreed to use the offer of free training from The Expert Advisory Team to cover another topic. It was agreed to use the training to look at visiting guidelines.

The following topics were suggested:

- Clarity on the National Centre for Involvement (NCfi) - Guidelines for Visiting
- Training requirements and selection criteria for volunteer visitors
- Developing a LINK Code of Conduct. **Action: Project Staff**

### 4. Marketing material update / Business card template

#### *Business Cards*

The business card template was presented to the group. It was agreed to print the card with the following changes

- The card will now read, phone **or text** Julie or Kim
- The address will be added to the reverse of the card  
**Action: Project Staff**

#### *Camera*

It was noted a camera had been purchased on behalf of the LINK. This will be made available to LINK members on request.

The Project Coordinator updated the group on various groups/contacts that been established on behalf of the LINK. These include:

- Sight Service
- Youth Action Team (YAT)

- Learning Disabilities Team
- Deaf Forum

### *Project database*

The data base will be re-organised to clearly define and identify communities of interest. **Action: Project Staff**

It was noted an informal meeting will take for potential new members who expressed interest in joining the Steering Group. This will take place at GVOC on 5<sup>th</sup> December 2008. Members of the group offered to come along to the meeting to meet the new members.

## **5. Action Plan review**

Project staff will produce a new action plan January – March 2009. The draft plan will be forwarded to members for comment. This can then be tabled at a future meeting for ratification.

### *Marketing Material*

Marketing materials ('freebies') were discussed. It was agreed project staff will look for and bring examples and costs to the next meeting.

## **6. Members update**

### **Gateshead NHS, Outcome of Public Consultation, Monday 17<sup>th</sup> November 2008, Dryden Centre.**

Kay and Christine updated the group on the above event.

The PCT have received 4 tenders – the successful tenderer must begin delivering services on 1 April 2009, even though there will not be a building

The timetable for completion of the GP led Health Centre/Walk In and Leisure Centre at Blaydon is April 2010

6000 patients must have used the centre by the end of 3 years in order to fulfil the contract with the PCT

Only experienced GPs can work in the centre

## **7. For information**

The following documents were offered 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*

## **8. Any other business**

The group were advised to check the board at the Civic Centre on arrival for the next meeting as rooms were subject to change due to refurbishment.

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

*Thursday 4<sup>th</sup> December  
1.00pm – 3.00pm  
Room F20, Chief Executives Department, Civic Centre*