

Gateshead LINK
Interim Steering Group
Thursday 7th May 2009
Durham Road Baptist Church
Meeting Room
10am – 1.00pm

Minutes

1. Welcome and apologies

Present:

Kay Parker	Resident
Ethel Donnelly	Resident
Dave Wallace	Resident
Bill Llewellyn	Resident
Gretel Keadell	Resident
Julie Hope	Pathways Advocacy
Christine Squires	Resident
Margaret Summerill	

In attendance:

Kim Newton	LINK Administrator
Ruth Dodds	LINK Communication and Engagement Officer
Julie Whitehouse	Project Coordinator
Gev Pringle	GVOC

Apologies:

Andi Parker	Gateshead Council
Anya Simpson	Mental Health User Forum
Mish Lorraine	Mental Health User Forum

Kay Parker offered to Chair the meeting and was accepted by the group.

2. Minutes of last meeting SG meeting 9th April 2009 and matters arising

LINK budget update

It was noted the revised LINK budget will be brought to the June SG meeting.

Gev informed the group that the LINK contract will now be managed by Community Based Services (CBS) Gateshead Council. The lead is Michelle Crawford.

The minutes were agreed as a true record.

Minutes of last meeting Operational and Promotional Task group 16th April 2009 and matters arising

- RD has now contacted Susan Joyce re: providing a list of the range of services that come under her remit. Susan will act as the LINK lead for provider services of Gateshead PCT
(See appendix 1)
- As requested RD has contacted Marie Curie regarding End of Life Care in the region. Gev suggested members of the SG might like attend to the Community Care Forum who are already dealing with this issue.

3. LINK Governance arrangements and election procedures

A lengthy discussion took place around Governance arrangements and election procedures and the following as agreed:

- The training session on the 21st May to assist candidates to develop pen pictures for the election will be **cancelled** as the PCT are holding a strategy event on the same day. It was agreed project staff will book places for the following members:
Ruth Dodds, Julie Whitehouse, Kay Parker, David Wallace, Gretel Keadell, Christine Squires, Ethel Donnelly: **Action Project staff**
- The revised Steering Group Election timetable is as follows:
 - *Wednesday 13th May: LINK staff on behalf of the LINK, invite Expressions of Interest from LINK membership to stand for election to the Steering Group*
 - *Friday 22nd, Wednesday 27th, Friday 29th May: LINK 'pen picture' training sessions offered*
 - *Tuesday 9th June: LINK staff post nomination and support papers to interested parties*
 - *Friday 24th July: closing date to receive nominations*

- *If there are less than 12 nominations to join the Steering Group the nominees will be elected automatically, for a 12 month period and informed accordingly*
 - *Monday 14th September: ballot papers forwarded to LINK membership*
 - *Monday 28th September: closing date for receipt of completed ballot papers*
 - *Tuesday 29th September: elected members informed by post*
 - *Thursday 1st October: elected members confirm acceptance with LINK office*
 - *Thursday 8th October: elected Steering Groups members announced at LINK annual event*
- The election process will be part of the Governance Document
 - Members will self nominate for SG positions provided they have been a member of Gateshead Link for a 3 month period
 - 5 members of the SG at any meeting will make the meeting quorate
 - The Chair will have the casting vote
 - A role for the Chair and Vice Chair will be developed

It was agreed the group will take the draft Governance Document away and forward any comments / suggestions to The Project Coordinator: **Action SG members/Julie Whitehouse**

4. LINK Bulletin – Draft

The above document was tabled for information and discussion. It was agreed Ruth would make the final amendments to the bulletin before going to the printers: **Action Ruth Dodds**

5. New members Information Pack

The above pack was circulated to the group. It was noted the information will be made available in different formats as requested. It was noted Access to Information and Reading Services (AIRS) have offered to translate the literature as and when.

7. LINK Engagement plan (updated flyer)

A selection of draft flyers designed by RD was circulated to the group for information and discussion. The group looked at the flyers over lunch and decided on 2 designs. It was agreed the flyers will now be printed: **Action RD**

8. LINK October event - 8th October 2009

RD spoke to the group and gave them a breakdown on various venues and costing's for the October event and the following was agreed:

- The event will be held on 8th October at the Gibside Hotel, Whickham
- Christine, Kay and Gretel will be part of the Conference Planning Group (staff to confirm dates)

9. LINK Regional Event -15th July 2009 - Stadium of Light

Christine Squires gave an overview on the LINK Regional Planning Meeting held 6th May at Sunderland Fire Station, which had also been attended by project staff. It was noted that although provisional timetable has been set for the July event some SG members were unhappy about the structure of the day. It was agreed Project Coordinator will forward these comments to the other Regional LINK hosts on behalf of the SG.

10. NEAS visit

RD asked the group for preferred dates for the proposed visit to the NEAS. The date agreed was 4th June 1.00pm onwards. Ruth will forward this request to NEAS: **Action RD**

11. Equality and Diversity Policy

This item was deferred to the next meeting

12. LINK finance clarification

The above information was circulated for information

13. Events and Conference attendance

The following Conference information was tabled for discussion:

Bridging the Gap: Tackling Inequalities and Delivering Fairer Health Outcomes for all

Wednesday 10th June 2009

Westminster, London

GK will inform the project if she wishes to attend the above event: **Action GK**

Northern Pride, Saturday 18th July 2009, Leazes Park, Newcastle

It was agreed project staff will book a table at the above event: **Action Project Staff**

District Nursing Service Review: Planning Event, Wednesday 13th May 2009

It was agreed RD will attend on behalf of the project

14. Members reports

CS gave both verbal and written feedback on the PCT Engagement Board event on 22nd April 2009 at Blaydon.

It was noted the form will be held on file for future use.

15. Any other business

It was noted JW will be attending a meeting this afternoon with Angela Frisby Gateshead Council to discuss future working with the Overview and Scrutiny committee (OSC).

For Information

NHS South of Tyne and Wear PCT- Improving choice and access to GP services

General Medical Council- Consultation on new draft guidance for doctors

The National Centre for Involvement- LINKs and Overview and Scrutiny Committees working together

NAVCA How your Council works (a handy guide)

16. Date and time of next meeting

Thursday 4th June

GVOC

10.00am – 1.00pm

Appendix 1

Services Managed by NHS South of Tyne Provider Services Directorate

- Learning Disabilities – Intensive Support and Home Care
- Substance Misuse
- Continuing Care
- Walk in Center/Minor Injuries Services
 - Minor Illness/Injury Grindon Lane, Sunderland
 - Minor Injury/Illness Bunnyhill Sunderland
 - Minor Illness WIC Gateshead
- Planned Care Services Primary Care Centres/Home
 - Cardiology/Heart Failure Service (Sunderland & South Tyneside)
 - Dermatology (Sunderland)
 - Diabetes (Sunderland)
 - Respiratory (Sunderland)
 - Prevention Teams
- District Nursing
- Health Visiting Teams, Sure Start and Children's Centre
- One Stop Retinal Screening/Podiatry
- Community Dental Service
- Directly Managed General Practices x 5 (1 in Gateshead)
- Urgent Care Teams – Delivering acute care in community (Gateshead & Sunderland)
- Hospice Services (Sunderland)
- Specialist Palliative Care
- Day Hospice and Lymphodema Services (Sunderland)
- Intermediate Care Teams (Gateshead & Sunderland)
- Safeguarding Children
 - 24/7 Team
 - In Patient facilities
 - Discharge Teams
- Looked After Children
- Minor Operations (Sunderland)
- Children's Teams and Children with Disability Teams
- Continence Service
- Tissue Viability
- Health and Well Being Teams
- Smoking Cessation
- Community Matrons – Avoidance of admission
- Contraception, GUM and Sexual Health Teams (Gateshead & South Tyneside)
- Adults Children and Older People Mental Health
- Homeless and Asylum Seeker Service/BME Teams
- School Health Advisors
- Speech and Language Team (Gateshead & South Tyneside)
- Occupational Therapy Teams
- Phlebotomy (South Tyneside)
- Treatment Room Services (Sunderland)