

Gateshead LINK
Interim Steering Group
Thursday 9th April 2009
GVOC
Meeting Room
10am – 1.00pm

Minutes

1. Welcome and apologies

Present:

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

In attendance:

Kim Newton	LINK Administrator
Annie Murphy	Project Manager
Andi Parker	Gateshead Council
Ruth Dodds	LINK Communication and Engagement Officer

Apologies:

Julie Whitehouse	Project Coordinator
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The Group acknowledged the sad death of Ian Mason who had been actively involved in the LINK from the beginning and a minutes silence was held.

2. Minutes of last meeting and matters arising

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

NHS Foundation Trust Annual Healthcheck

It was noted the interim response from the LINK been now been submitted to the Healthcare Commission.

New Members Information Pack

It was noted Ruth is currently working on the above. This will be brought back to the SG when a completed **Action: Project Staff**

North East Ambulance Service (NEAS)

This item was addressed under any other business.

LINK budget update / Conference breakdown

It was agreed the following sentence from the last meeting:

- Overnight stays for conference attendance will be kept to a minimum.

Should now read:

- Conference expenses / budgets to be monitored on a quarterly basis.

The amended budget detail was deferred to another meeting.

LINK Regional Members Meeting, Wednesday 6th May 09, Sunderland Fire Station.

It was agreed Christine Squires and Ruth Dodds will attend the above event to input on the planning of a Regional LINK Event on behalf Gateshead LINK:

Action: Ruth, Christine

3. LINK Governance arrangements – draft

The above document was tabled for discussion and agreement. The group worked through the document and suggest changes/ additions. Project staff will make the suggested changes and bring the document back to the SG for ratification. It was noted the Equality and Diversity Policy is still pending.

Action: Project Staff

At this point a lengthy discussion took place about the election process for LINK Steering Group representatives. It was noted the current SG was an interim SG set up to help the LINK move forward in it's infancy.

The following points were agreed:

- Samples of voting literature will be brought to the next SG meeting
- A training session on producing pen pictures for candidates will be held on Thursday 21st May 2009 at GVOC
- Project staff will produce a letter to all LINK members offering them the opportunity to attend the above training session
- Nominations will be brought back to the SG meeting on 4th June 2009
- The closing date for nominations will be Friday 12th June 2009
- Ballot papers will be sent out on 14th September 2009
- The closing date for votes will be 28th September 2009

- The successful candidates will be announced on 8th October 2009, at the LINK AGM.

Working Lunch

4. LINK Presentation – for approval

A presentation to promote the LINK developed by members of the Promotional Task Group was presented to the SG for ratification. It was agreed to accept the presentation with minor amendments.

5. Members' Reports

The following members gave both verbal and written feedback to the SG on events attended. Members were thanked for their contribution which will be held on file for future use.

5th March 2009, 'Have your Say', Healthcare Commission, Newcastle
Ethel Donnelly

13th March 2009, New Horizons in Mental Health, Marriot Hotel, Gateshead
Pauline Wallace
Dave Wallace
Ethel Donnelly
Kay Parker

20th March, Ethnic Women in the Community, Newcastle
Gretel Keadell

1st April 2009, PDSI(Physically Disabled and Sensory Impairment) Launch, Ravensworth Lodge
Christine Squires
Dave Wallace

2nd April 2009, Enter and View Training, York
Pauline Wallace
Gretel Keadell
Christine Squires
Dave Wallace

6. Any other business

North East Ambulance Service (NEAS) LINK Liaison Committee

Ruth Dodds reported on the last meeting of the NEAS LINK Liaison Committee. Terms of Reference for the group were circulated. It was noted 2 representatives from each LINK were invited to sit of the Committee. It was agreed Dave Wallace will replace our colleague, the late Ian Mason and Ruth will support Dave in this role.

For Information

*CSIP North East Yorkshire and Humber, Final Staff Briefing
Gateshead NHS, Local Engagement Invite, 22nd April 2009, Blaydon Rugby
Club
LINK Working Groups, Timetable May-October 2009
Carers Allowance Petition 2009
Gateshead NHS, Complements, comments, concerns and complaints
Please turn over*

7. Date and time of next meeting

**Thursday 7th May 2009
10.00am – 12.00 noon
Durham Road Baptist Church**