

Gateshead LINK
Interim Steering Group
Thursday 12th March 2009
GVOC
Meeting Room
10am – 12noon

Minutes

1. Welcome and apologies

Present:

Kay Parker	Resident
Ian Mason	Resident
Ethel Donnelly	Resident
Pauline Wallace	Resident
Andi Parker	Gateshead Council
Dave Wallace	Resident
Bill Llewellyn	Resident
Anya Simpson	Mental Health User Forum

In attendance:

Julie Whitehouse	LINK Project Coordinator
Kim Newton	Link Administrator
Gev Pringle	GVOC
Annie Murphy	Project Manager
Andi Parker	Gateshead Council

Apologies:

Bill offered his apologies for the next SG meeting

Ian Mason was offered and accepted as Chair.

2. Minutes of last meeting and matters arising

NHS Foundation Trust Annual Healthcheck – Draft Commentary

The draft commentary had been forwarded to Hillary Matthews as a response from Gateshead LINK. The final agreed copy will be forwarded to the Healthcare Commission. It was noted the next commentary to the Healthcare Commission may be due in November.

New Members Orientation Pack

This item will be put on hold until the Communication / Engagement Officer is in post

Equality and Diversity Training update

The Project Coordinator has now attended the Training session on Diversity and Equality that Gateshead Council offers to their employees. This was to see if the Training would meet the needs of Gateshead LINK members. It was noted the training had been geared around Customer Service and was therefore not considered useful for the LINK.

EAT: Enter and View Training – evaluation

It was noted the amended evaluation form has been forwarded for the above training.

North East Ambulance Service (NEAS)

Project staff will contact Mark Cotton to request the Agenda and Minutes for the 6th April meeting. **Action Project Staff**

3. Draft Training Policy – for agreement

The above document was tabled to the SG for ratification. It was agreed to accept the document as an agreed policy.

4. Enter and View Training (CSIP): York 2nd April 2009

A list of names was requested for people who would like to attend the above event. It was noted it may be necessary to cancel the Operational and Promotional Task group meetings as they were on the same day. Project staff will request places for the following members:

Gretel Keadell

David Wallace

Christine Squires

Ethel Donnelly

Kay Parker

Pauline Wallace

If further places are available these could be extended to members of the Working Groups: **Action Project Staff**

5. LINK Working Group update

The Terms of reference for the Working Groups was tabled for Information and discussion. It was agreed to accept the Terms of Reference. The Project Coordinator updated the SG on the work of the four Working Groups which are:

- Carers Issues
- Mental Health
- Hospital Discharge Procedures
- Residential Care

It was noted the meetings had been successful and there is now a clear focus on the work of the LINK.

At this point in the meeting a lengthy discussion took place about the winding down of the Operational Task Group (OTG) and Promotional Task Group (PTG) to allow more time to concentrate the work of the Working Groups. It was agreed the next meeting of the (OTG) and the (PTG) on Thursday 19th March 2009 and the 16th April 2009 will joint meetings. The meeting will run from 10.00am -1.00pm and will include lunch. It was noted the meeting on the 16th April 2009 will provisionally be the last meeting.

6. LINK budget update / Conference breakdown

The current LINK budget was circulated to the group for information and discussion and a lengthy discussion took place .

The following was agreed:

- Overnight stays for Conference attendance will be kept to a minimum
- Feedback forms for attending events should be completed and held on file by project staff
- The Host will set the new budget headings for the LINK 3 year budget and present this at the next SG meeting

7. LINK Governance arrangements - draft

This item was deferred to the next SG meeting.

8. LINK presentation / script

Members of the SG were invited to a session to practice the LINK presentation which was being held after the SG meeting at GVOC.

9. Chair Training update

Project staff were awaiting information on the above training from Darren Thompson (GVOC Capacity Building Project)

10. Members' Reports

Have your Say Healthcare Commission, Assembly Rooms, Newcastle, 5th March 2009

Christine Squires

David Wallace

Gretel Keadell

The above members gave both verbal and written feedback to the SG on the above event. Members were thanked for their contribution.

11. Any other business

It was noted the Department of Health have produced a Guide for LINKs

Andi Parker asked the group if they still wished to have representation from the Local Authority at LINK meetings. It was agreed to address this when looking at the Governing documents at the next SG meeting.

North East Ambulance Service (NEAS)

The NEAS has requested a response to their Annual Healthcare Check from Gateshead LINK before 1st May 2009 . It was agreed project staff will forward a response via e-mail to members before submitting it to the NEAS.

LINK Regional Members Meeting

It was noted CSIP have made available a sum of money in the region of £8000 to hold a regional meeting for LINK members. The suggested dates for the meeting are the first three weeks in June 2009.

Date and time of next meeting

**Thursday 9th April 2009
10.00- 1.00pm
GVOC Gladstone Terrace
Gateshead**