

MINUTES: INTERIM STEERING GROUP – 15TH MAY 08

Present:

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| Kay Parker | Resident |
| Vicky Parsons | Older Peoples Assembly |
| Janet Butler | Community Bridge Building |
| Christine Squires | Resident |
| Caroline Airs | GAIN |
| Janice Todd | Carer |
| Gev Pringle | GVOC |
| Annie Murphy | GVOC |
| Malik Chaudhry | G'head Council BME Liaison Officer |
| Bill Llewellyn | Community Network |
| Dorothy Henley | Resident |
| Andi Parker | G'head Council Involvement Officer |
| Alistair White | Headway |
| Graeme Lyall | Carers Association |
| Alex Tate | Gateshead People support worker |
| Stephen Down | Gateshead People support worker |
| Jackie | Gateshead People |
| Ronnie | Gateshead People |

Apologies:

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| Ian Mason | Resident |
| Lyn Boyle | G'head Council, Planning & Development Mgr |
| A McClennan | Resident |
| Harold Stokes | Resident |
| Frank Gallagher | Gateshead People |

1. Welcome & Apologies

2. Minutes & Matters Arising

- Minutes were agreed
- No matters arising

3. Progress Reports

- ❖ *Operational Task Group*

- Made changes to 'Meetings Groundrules' these were circulated, discussed and agreed and are the first Code of Conduct for our LINK.
- Made changes to Roles of Chairs – these were circulated, discussed and subject to one amendment, agreed. This is the 2nd Code of Conduct document for our LINK.
- Have agreed a sub-group meeting to work with specialist member of staff at GVOC to bring proposals around Aims & Objectives, Decision Making and Membership.

❖ *Promotional Group*

- Draft of poster – discussed, amendments made
- Draft of Newsheet – discussed, amendments made
- Colours discussed – decision reached
- Temporary Logo options discussed – decision reached
- The LINK Members database is now with GVOC

4. Budget

- Gev presented the Budget sheet that had been prepared as part of the original Tender process. He explained this was only an indication of how the Host felt the allocated money could be divided. The final decisions about this are with the LINK.
- Staffing of the LINK was discussed as this is main part of LINK spend. Host said it felt that 2workers plus admin was minimum needed to support the LINK to be successful. It was pointed out that the amount on the sheet was not the final salary, this amount also includes all on-costs, pension, NI contributions etc
- It was suggested that money might be needed in the Recruitment area for Years 2&3.
- Gev said the budget will be reviewed on a 3monthly basis. Next report to this group will be end June. Likely to be a number of changes as we develop.

5. Contract Monitoring

- Gev & Annie been involved in 2 monitoring meetings with Council. These are currently happening every month during the transition. Want to ensure the Host is supporting the LINK to develop. After 6months the meetings will reduce. Council is currently happy with progress.

- Host expecting underspend this year due to salaries and agreement with the Council is that any money underspent this year can be carried forward, for the moment! LINK has to give indications of how it will be spent next year.
- Host is meeting with Andi & Lyn to set Key Performance Indicators, one of which is how we monitor the impact the LINK is making and evidence of growth and diversity in its membership. Wording still to be decided on these as we work on them. These will be shown to the Steering Group.

6. Information Updates

- North East Ambulance Service wrote to introduce themselves and want to explore how they work with the 12 emerging LINKs in the Region on collaborative working.
- The National Institute for Clinical Excellence (NICE) is offering a bursary scheme for LINKs members attending their Annual Conference. We need to agree Policies about members attending these, who goes, when, cost etc – Operational Grp.
- The Local Government Information Unit (LGIU) is running a Good Practice Seminar on the Progress of Establishing LINKs, in London

7. Any Other Business

- PCT leading a Consultation on the Dharzi Report, particular emphasis on local implications. Consultation runs until 5th August. Annie agreed to pull out key points for a June meeting which the LINK will dedicate to this subject. This will be the 1st response we will make as a LINK.
- The 3 new Guides from the NHS Centre for Involvement were available for people to take with them. Guide 9: Getting going – the first ten things that LINKs should do. Guide 10: Starting a Work Programme. Guide 11: Accountability & Transparency
- The Guides will be sent to the website - AP

8. Date of Next Meeting

Thursday 29th May. 10am-12. Civic Centre – Whickham Room
 Kay & Vicky send apologies

Minutes: Andi Parker
 CBS Involvement Officer

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