

**Gateshead LINK
Interim Steering Group
Minutes of Meeting
Thursday 26 June 2008
10am - 12 noon
Blaydon Room**

Present:

Caroline Airs (Chair)
Kay Parker
Gev Pringle
Vicky Parsons
Ian Mason
Harold Stookes
Christine Squires
Colin Roberts
Bill Llewellyn
Malik Choudry
Alastair White
Graeme Lyall

Apologies:

Alison McCellan
David Wallace
Dorothy Henley
Andi Parker

MINUTES

1. Minutes of last meeting accepted as true record
2. LINK Governance Model
 - Colin Roberts presented a paper that details the progress made by the Operational Task Group in developing a governance model that was being recommended to the Interim Steering Group.
 - The proposed model involves a central steering group around which are developed at least 4 Working Groups on a variety of themes. The suggested themes are Social Care, Primary Care, Hospital Services and Mental Health Services.

- Each Working Group would nominate 2 people to sit on the central steering group. The other members of the steering group would be 8 LINK members selected by election and 4 Co-optees. This would give a total steering group of 16 people.
- The Interim Steering Group would continue until such time as the Structure was fully functional. However the LINK would need to ensure that representation from the 4 Working Groups was broad in nature to ensure equitable representation.

This Model was accepted by the Interim Steering Group

3. LINK event

- It was also agreed that the LINK should hold an event in October to launch the Model and discuss with a wider audience what the themes of the Working Groups should be.
- It was agreed that the Promotional Task Group should discuss the planning of the event, including venue, programme, invite list etc. These suggestions would then be presented at a 'special' Interim Steering Group meeting on Thursday 10 July to enable broader input. The Promotional Task Group would then be mandated to progress the work.

4. Aims and Objectives

- AM informed the Group that the Aims and Objectives had been circulated for comment to the members on the LINK database. All responses received had been positive.

The Aims and Objectives were accepted by the Interim Steering Group.

5. Registration Form

- Discussion of this item was deferred as DH was not in attendance and she had asked for the matter to be put on the agenda.

- In addition Andi Parker was not present to update on the Group Registration Form as she is attending a Training Course
6. Department of Health Draft Code of Conduct for LINK Visitors
- AM informed the group that the final draft of this document should be available by end of June or early July. Once a copy is received by the Host it will be circulated to members and tabled for discussion at a future meeting
7. Administrator's Post
- GP informed the group that the post has gone out to advertisement this week. It was agreed that Alistair White, Annie Murphy and Gev Pringle will be shortlisting for the post and will also form the interview panel.
 - It was also agreed that AM,AW and GP begin developing the Job Specification for the LINK Project Co-ordinator/ Development role and bring this to the Interim Steering Group for discussion in September
8. Review of LINK Action Plan
- AM circulated copies of the Action Plan agreed in April. The group reviewed the actions and noted those tasks that had been successfully completed

*Ground Rules established
Action Plans agreed for Task Groups
Model Structure agreed
LINK marketing materials developed
Staff recruitment – Admin Post advertised*

Outstanding tasks

Agree relationship between Host and LINK

- GP explained that the Host is in the process of developing Key Performance Indicators (KPIs) for the Host Contract with the Local Authority. Once these have been agreed the Host will then be in a position to discuss with the LINK the KPIs for

the LINK. This discussion will lead to the development of a written Protocol between the Host and the LINK.

- It was agreed that the timeframe for this be extended until end of September, beginning of October 2008.

What is currently happening in Health & Social Care in Gateshead?

- It was agreed that the Host prepare a short report outlining the policy context that the LINK is working within. This report would contain a summary of the key local, regional and national policy and strategy drivers. This could then be presented at the LINK event in October.
- AM will update the LINK Action Plan and present a draft copy for discussion at the next full Interim Steering Group.

9. PCT Consultation events

- AM circulated copies of the dates of planned PCT consultation events for information

10. Overview and Scrutiny Committee update

- GP informed the group that the presentation on the LINK to OSC had been well received and that they were very pleased with the progress to date and looked forward to working with the LINK.

11. Any other Business

- GP informed the group that he had received a report from PALS (Patient Advise and Liaison Service) and asked the group to consider whether they wished to establish formal relations with PALS. It was agreed that GVOC should continue to receive the quarterly PALS reports and notify the LINK of any emerging issues.

**Date and time of next meeting: Thursday 24th July 2008
Blaydon Room 10.00 am - 12.00 noon**