

Gateshead LINK
Interim Steering Group
Thursday 8th December 2008
GVOC
Dining Room
10am – 2.00pm

Minutes

1. Welcome and apologies

Present:

Dave Wallace	Resident
Kay Parker	Resident
Ian Mason	Resident
Gretel Keadell	Resident
Bill Llewellyn	Resident
Graeme Lyall	Gateshead Carers Association

In attendance:

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

Apologies:

Christine Squires	Resident
Dorothy Henley	Resident
Alison McClellan	Resident
Mish Lorraine	Gateshead Forum
Anya Simpson	Gateshead Forum

Ian Mason was offered and accepted as Chair.

2. Minutes of the last meeting and matters arising

The minutes of the last meeting were agreed as a true record.

There were no matters arising.

3. Protocol between Host and LINK

The draft Protocol between host and LINK and Host was tabled for discussion and it was agreed to accept the document with the following amendments:

- The document will be called the Host and LINK Protocol.
- A paragraph will be added to specify that all LINK visitors will need to undergo appropriate safeguarding checks.
- The Protocol will be included in the induction pack for new members
- The document will be reviewed annually

4. Draft Protocol re Working Relationship between Local Involvement Network (LINK) and Overview and Scrutiny Committee (OSC)

The above document was tabled and a lengthy discussion took place. The group agreed to work through the Protocol and suggest changes. Project Staff will amend the document with the agreed changes. The draft document will be forwarded to Gateshead Council (OSC) with a letter informing them this is an interim document which would need to be reviewed at a later date.

5. LINK Conference Report and Work Plan

Feedback to interim Steering Group : Work Plan development from LINK event (23rd October 2008)

The above document was circulated to the group and it was agreed further work was needed on the outcomes of the October event .It was agreed the following work groups will be set up to cover the following four topics:

Residential Care
Hospital discharge procedures
Carers
Mental Health

Project staff will coordinate and establish the groups from the October Event findings.

It was noted once the groups are formed the LINK will become live and will need to inform the Local Authority, who then inform the Dept of Health

6. LINK Worker – Job Description and Person Specification

The above document was tabled for discussion and it was noted the group were happy for GVOC to use their experience in employing a suitable worker. The position will be advertised in January. It was agreed the group would take away the documents. Any comments should be forwarded to the project as soon as possible.

7. LINK Training update

It was noted the Presentation Skills Course will be held at GVOC on Thursday 11th December 2008, 10.00am – 3.00pm. The group agreed Kim could attend as there were spare places available.

A member requested training for chairing meetings.

The training from the Expert Advisory Team will be on the Enter and View Process will take place in February or March 2009 this will be on preset Steering Group dates.

8. Member Report Form

An example of a member report back form was presented to the group. It was agreed to accept the document with the agreed changes to reflect Gateshead LINK needs.

9. Future Policy Development

A list of outstanding policies and protocols that members have agreed is required by Gateshead LINK was circulated to the group. It was noted this is not an exhaustive list and will be reviewed on a regular basis. It was agreed to bring a full list of policies/protocols which have already been developed to the next meeting.

10. Members updates

Public Involvement Conference-Birmingham

Ian and Dave updated the group on the Public Involvement Conference they had attended on behalf of Gateshead LINK and the following was noted:

- Gateshead LINK members had put forward 2 questions to the LINK surgery and are awaiting a response.
- Gateshead LINK is well ahead of other LINK in the setting up of the organisation.
- There were 196 delegates at the event made up by mostly officers. There were 12 delegates from the North East. Dave and Ian were the only LINK members from the North East.

Ambulance Trust Meeting

Ian updated the group on the meeting at the ambulance headquarters and it was noted the ambulance service will be going for foundation status. Mark Cotton is keen to forge links with LINKs.

11. Conference updates

LINKs and Health Scrutiny Seminar

The Project Coordinator attended the above event on December 4th 2008 which was held in Birmingham. It was noted this had been an informative event will help to develop future protocols with partners.

12. Any other business

Extending the scope of LINKs:

Opportunity exists for existing LINKs to bid to become action research projects to work outside the current health and social care remit. Staff informed the group that this would be a conflict of interest for GVOC as this work is already undertaken by Gateshead Community Network, which is a GVOC project.

Help build a better health and social care service: Local Involvement Network (LINKs) explained.

Andy Parker circulated the above publication and it was agreed to purchase a batch of leaflets for Gateshead LINK.

Future Meeting dates

Meeting dates for 2009 were circulated to the group.

New Members

It was noted 3 new members will be joining the Steering Group early next year.

13. Date and time of next meeting

*Thursday 15 January 2009
10am – 12 noon
GVOC*