

Gateshead LINK
Interim Steering Group
Thursday 12th February 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
Mish Lorraine	Mental Health User Forum
Anya Simpson	Mental Health User Forum
Ian Atkinson	Gateshead Access Panel
Stephen Berry	Gateshead Access Panel

In attendance:

Julie Whitehouse	LINK Project Coordinator
Kim Newton	Link Administrator

Apologies:

Dorothy Henley	Resident
Annie Murphy	GVOC
Gretel Keadell	Resident
Gev Pringle	GVOC

Ian Mason was offered and accepted as Chair.

Welcome and introductions were made to the new members of the Steering Group (SG).

2. Minutes of the last meeting and matters arising

Vicky Parsons has decided to step back from LINK meeting for the present.

The post of Engagement and Communications Officer for the LINK has been offered to the successful candidate. It was noted the position is subject to references.

The current LINK staff work plan will be brought to a future SG meeting for information and discussion.

The minutes of the last meeting were agreed as a true record with a minor typing error.

3. NHS Foundation Trust Annual Healthcheck – Draft Commentary

The above document was circulated for information and discussion. It was noted the document had been forwarded from the Operational Task Group for ratification. It was agreed to forward the above document to the Healthcare Commission as a response from the Gateshead LINK SG. **Action Project Staff**

Ian Atkinson joined the meeting at this point.

4. LINK Draft Training Policy

The above document was tabled for discussion and the following was noted: It was agreed to provide all SG members with an identity badge. These will be worn when members are attending events to identify them as Gateshead LINK SG members. **Action Project Staff**

A section will be added to the training policy that will state “Core Training” will be available for members. The document will be amended and brought back to the SG for ratification. **Action Project Staff**

It was agreed at this point to address agenda item 8

8. New Members Orientation Pack

The following documents were given to the group as an example of what could be included in the new members pack.

Registration form

Register of members' interests and guidance

Aims and objectives

Terms of Reference

Code of Conduct, Ground rules for meetings

Expenses claim

It was agreed to include all of the above documents in the pack, which will be named "New Members Information Pack"

Further documents were suggested and agreed:

A section to offer a mentor for new members

The Enter and View Policy

Information on Working Groups

LINK Make it Happen (LINKs explained)

A pictorial family tree – LINK structure

Project staff will develop the handbook and bring it back to the SG for ratification. **Action Project Staff**

5. Equality and Diversity Training update

A lengthy discussion took place about Equality and Diversity Training and the different methods. It was noted good training was not cheap. Gateshead Council (GC) has offered to share training they are offering staff. It was agreed Julie Whitehouse will attend a training session at GC to see if it is suitable for LINK members: **Action Julie Whitehouse**

It is possible that a cost sharing agreement could be reached if the training is suitable.

6. EAT: Enter and View Training – evaluation

The above document was tabled for discussion. It was noted the training had not been tailored for Gateshead LINK needs. It was agreed to forward the evaluation form with some stronger wording added to express the groups' complete dissatisfaction with the training from the *Expert Advisory Team*: **Action Project Staff**

7. LINK Working Groups: Draft Terms of Reference

The above document was tabled for discussion. The group worked through the document and the approved amendments were noted. It was agreed project staff will apply the changes and bring the document back to the SG for ratification.

8. New Members Orientation Pack

The above item was addressed with agenda item 4

9. NEAS (North East Ambulance Service) – LINK Involvement, representation and comment on NEAS LINK Committee Terms of Reference

The above document was tabled for discussion and the following was agreed:

1. Ian Mason will represent Gateshead LINK at the NEAS network meetings
2. The SG will retain the option to opt out of NEAS meetings
3. To forward the suggested amendments to the NEAS terms of reference. This will include the request to:
 - Suggest input to the commissioning of services
 - Agendas and minutes received 3 weeks before the next meeting date

10. LINK Working Groups update: dates and venues

The above document was circulated for information.

11. LINK / Overview and Scrutiny meeting (OSC) Gateshead Council (30th January): feedback and discussion

A lengthy discussion took place about the initial meeting with Gateshead LINK and the members of the (OSC). It was noted the draft protocol produced by the LINK will be adapted as an interim protocol for a 6 month period.

The meeting was closed at this point due to adverse weather conditions as members and staff needed to travel home safely.

The following agenda items were deferred until the next meeting.

12. LINKs Steering Group:

- **Structure and governance arrangements (including Working Groups)**
- **Membership and role of partner organisations**

13. Member Reports

14. Any other business

15. Date and time of next meeting

**Thursday 12 March
GVOC Gladstone Terrace
Gateshead**