

Gateshead LINK
Interim Steering Group
Thursday 13th November 2008
Blaydon Room, Civic Centre
10am – 12 noon

Minutes

1. Welcome and apologies

Present:

Dave Wallace	Resident
Kay Parker	Resident
Ian Mason	Resident
Gretel Keadell	Resident

In attendance:

Annie Murphy	GVOC
Julie Whitehouse	Project Coordinator
Andi Parker	Gateshead Council

Apologies:

Christine Squires	Resident
Dorothy Henley	Resident
Vicky Parsons	Resident
Kim Newton	(Link Administrator)

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.

Matters arising:

- Development of a working protocol LINK / Overview and Scrutiny – The Expert Advisory Team will provide detail of trainers and dates available.
- AP provided a draft protocol produced by Gateshead Council for Overview and Scrutiny work with the LINK. The document will be taken to the Operational Group for comment (required by 1st

December). If the document is acceptable the training topic (above) can be changed.

- LINK member training: the “Presenting Skills” element will be pursued with some urgency.
- Ambulance Service AGM: The Trust is now looking to move toward Foundation Status. The Chair of the Trust has set a meeting date to explore public involvement. IM will report back on this in December. AM offered to meet the Trust to look at the broader aspects of community engagement if this would be helpful, but not in a LINK capacity.

3. Conferences update

- 17th November: PCT update on GP services – the agenda was circulated for those attending.
- 25th November: NCI Annual Conference - the group agreed questions the LINK would like to forward to the conference ‘LINK Surgery’.
- 1st December: LINKs event (NE Region) – LINKs and commissioning. The following people will attend the session: Ian Mason, David Wallace, Kay Parker. (Newcastle Assembly Rooms, 1.00am – 12.45pm). Project staff will book places.
- 4th December: Host Organisations and Health Scrutiny - this date had been changed from 26th November. JM will attend.

4. LINK Policies and documents - Revised Expense Form

The revised expense form and extended form (for use with multiple journeys) were accepted. It was agreed where a ticket is not available a bus pass number will be recorded.

5. LINK Event Draft Report and draft work plan

6. Operational Task group – update

These agenda items were taken together. It was agreed decisions should not be taken on the work plan with such small numbers present. The draft work plan will be deferred to the next Steering Group meeting (8th December). Staff will ensure all members have access to the document prior to the meeting and encourage members to attend.

It was agreed the draft report could be circulated to event delegates with amendment to the ‘next steps’ section. This states decisions will be made on 13th November.

Discussion took place around how many people who attended the event, not previously LINK members, had not registered at the event. These people will be followed up. It was noted there was a lot of interest in the LINK event and participation will increase as word spreads.

The Chair requested the Host to update the group on the position with Harold (Stookes) - who has recently taken more of a back seat. The group expressed their thanks and appreciation of Harold's commitment and achievements and requested a letter of thanks be sent to Harold from the LINK.

GK left the meeting 11.30am

7. NALMS – Interim report on the start-up and development of LINKs

Due to the small numbers present it was requested that all members' be sent a copy of the report. It was noted there was some interesting information within. General discussion took place regarding allocation of funds with respect to population and deprivation indicators and the range of monies local authorities had retained to support LINKs.

It was noted Gateshead LA support the LINK at £130,000 for the three years of the Host contract.

8. Members report back

No events had taken place to report back upon.

9. Any other business

- A 'Notice of Motion' was circulated for information, expressing Council support of the Darzi Review recommendations.
- Extending the scope of LINKs: Action Learning Projects. Opportunity exists for existing LINKs to bid to become action research projects to work outside the current health and social care remit. Staff expressed the opinion that this was too soon, when LINK members were extremely busy with their current work load. Group members present agreed with this opinion and AP supported this view. The information will be presented at the next SG meeting, 8th December.
- It was noted a request had been made by the Operational Group that a series of LINKs 'position statements' be agreed. This will assist in promoting the LINK. Staff will present suggestions in the near future.

- Box of Frogs – training organisation. JW said she had attended some excellent training run by Box of Frogs – looking at ‘Creative ways of engaging’. She suggested this company might be useful in helping the LINK to explore their way forward, especially around equality and diversity. Their availability and charges have been requested.
- Rural Health Commission – NE Region. AP reported she had attended a meeting organised by the Strategic Health Authority to explore views on the above. This might be something for LINK to keep an eye on.
- The Royal College of Nursing/National Voices is consulting upon patient and public involvement in local commissioning. This information will be presented to the Operational Group.

10. Date and time of next meeting

**Monday, 8th December 2008, 10 am –12 noon, GVOC
Christmas buffet, 12 noon – 1.00 pm**