

Gateshead LINK
Interim Steering Group
Thursday 16th October 2008
Whickham Room, Civic Centre
10am – 12 noon

Minutes

1. Welcome and apologies

Present:

Dave Wallace
Kay Parker
Vicky Parsons
Ian Mason
Annie Murphy
Andi Parker
Gretel Keadell
Christine Squires
Kim Newton (minute taker Gateshead LINK)
Julie Whitehouse

Apologies:

Harold Stookes
Dorothy Henley

Julie Whitehouse (Project Coordinator) and Kim Newton (Project Administrator) were formally introduced and welcomed to the group.

Ian Mason was nominated 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.

3. NHS Constitution – Link Members' response

The document was circulated for information and discussion and comments invited. The document was accepted it was agreed to forward the document to the NHS as a Gateshead LINK members' response.

4. LINK Policies and documents

a. Representatives' Handbook

The draft representatives' handbook was circulated to the group. It was noted this had been developed by the Operational Task Group and had been forwarded to the Steering Group for ratification.

It was agreed to accept the document with an amendment to section 9, point 4. This section clarifies the position of LINK members who purchase their own bus pass.

b. Terms of Reference

The draft Terms of Reference was circulated to the group. It was noted this had been developed by the Operational Task Group and had been forwarded to the Steering Group for ratification. It was agreed to accept the document as an agreed policy.

c. Revised Expense Form

This item was deferred until the next meeting.

5. LINK Publicity Event (October 23rd)

a. Revised Programme

The revised programme was circulated to the group and it was noted the workshop times need to be amended. Project staff will amend the document to reflect the changes and the final copy will be included in the conference pack. **Action Kim Newton**

b. Banner Stands

The two examples of the Banner Stands were presented to the group. It was noted the framed for the banner stands had been recycled from an old project within GVOC and a saving had been made on the full cost of new banners. It was agreed to go ahead and print the banners as they were needed for the October Event.

It was noted because the banner fronts were interchangeable this would give some flexibility for future project needs.

It was agreed to retain the Gateshead LINK Logo.

c. Attendance

It was noted 29 people had now confirmed their attendance at the October Event.

6. Institute of Local Government Studies: LINKs and Health Scrutiny – Host event (November 24th)

This event information was distributed to the group and the Julie Whitehouse (Project Coordinator) requested permission from the Steering Group to attend the event. It was noted Stuart Green from the Overview and Scrutiny Committee had expressed an interest in attending the conference and this would significantly reduce the cost for the LINK officer. Andi Parker will establish interest in the course from the Local Authority and liaise with Julie prior to booking: **Action Andi, Julie**

7. Developing working Protocol LINK / Overview and Scrutiny – feedback on training information

Annie Murphy proposed and the group accepted the offer of free training by the Centre for Public Scrutiny (CIPS) Expert Advisory Team. It was agreed to pursue the offer of training and offer pre-set dates from the Steering Groups' calendar. **Action Julie Mains**

Andi Parker offered to bring the findings of the last (CIPS) training for information. **Action Andi Parker**

8. Our Vision, Our Future Conference (14th November)

This event information was distributed to the group. It was noted the following people would like to attend:

Dave Wallace
Kay Parker
Vicky Parsons
Ian Mason
Gretel Keadell
Christine Squires

Project staff will book the places on behalf of the group. **Action Project Staff**

9. The National Centre for Involvement: Annual Conference (25th November)

This event information was distributed to the group. It was agreed the following people would attend:

Dave Wallace
Ian Mason

Project staff will book places and arrange accommodation and travel.
Action Project Staff

10. Members' report back

a. NALMS

There was no NALMS update

b. Ambulance Service AGM

Ian Mason gave the group an update on the Ambulance Service AGM. It was noted the Ambulance Service would be keen to engage with Gateshead LINK.

11. Information

*NHS South of Tyne and Wear – Operational Plan (2008-2011)
Applying the Integrated Regional Framework*

12. Any other business

a. LINK member training update

The group were informed “Roles and Responsibilities of a Chairing” and “Presenting Skills” could be provided through GVOC for those who were interested. Staff will bring suggestion to the group of the content and course structures that could be available.

13. Date and time of next meeting

**Thursday 13th November 2008
10am – 12 noon
Blaydon Room
Gateshead Civic Centre**