

Gateshead LINK

Operational Task Group Meeting

Thursday 3 July 2008

10am – 12 noon

Bridges Room

Present:

Kay Parker
Gev Pringle
Ian Mason
Dorothy Henley (Chair)
Andi Parker
Harold Stookes
Annie Murphy
Kim Newton

Apologies:

David Wallace
Caroline Airs
Esther Ward
Alison McClellan
Vicky Parsons

Minutes

1. Welcome and apologies

Ian Mason explained that he would have to leave the meeting early

Vicky Parsons has had to withdraw from the Operational and Promotional Task Groups due to work load. However she will continue to attend the Interim Steering Group

2. Minutes of last meeting were agreed as a true record
3. Review of Action Plan

Copies of the current Action Plan were circulated to the group. This Action Plan had been agreed in April and it was important to review progress to date.

The following revisions were made:

Task	Timeframe
Agreed protocols between LINK and Host	Sept 08
Develop the following documents: <i>Code of Conduct, including Repts Expenses Declaration of Interest Form</i>	Beginning Oct 08
LINK Visitors Code	December 08

The Group felt that the above policies needed to be ratified before the planned October event as it would provide a firm foundation for the future of the organisation

4. LINKs Policies

Following a discussion about the range of policies that the LINK would require it was decided that the group would first like to develop the LINK Code of Conduct, Expenses Policy and Declaration of Interest Form.

AM circulated a copy of the *Gateshead Older People's Assembly Code of Conduct* as a working example for the group to consider

The Code of Conduct was discussed at length and several amendments were made.

(Please see attached draft Gateshead LINK Code of Conduct)

The draft Code of Conduct will be presented to the Interim Steering Group and subsequently sent to all members on the database for endorsement. At the same time members will be asked if they would be prepared to formally sign up to the Code.

Expenses Policy

AM circulated examples of Expenses Policies but due to lack of time further discussion was deferred until the next meeting. AP also agreed to provide another example of an expenses form for the next meeting

5. Training Needs

This was deferred until a later meeting due to lack of time and the fact that members felt it was early to start considering this

6. Any other business

AM informed the group that she and AP had been invited to attend the next meeting of Gateshead's Forum for People with Learning Disabilities to talk about the LINK and how members of the Forum might get involved with the LINK. AM asked if any LINK member wished to attend the meeting to talk about the LINK's progress, but the group were happy for AM and AP to attend on their behalf. AM agreed to report back to next Interim Steering Group

Date and time of next meeting:

Thursday 24 July 2008
10am – 12 noon
Blaydon Room
Civic Centre