

**Gloucestershire Local Involvement Network (LINK)**

**Stewardship Board Meeting (LSB)**

**Wednesday 20<sup>th</sup> April 9.30am**

**Attendees**

Barbara Marshall (Chair)	Bren McInerney (Vice Chair)	Jenny Hincks
David Hearn	Christine Donald	Val Dyer
Judy Gazzard	Robin Agascar	Peter Mannion
Barbara Piranty (GRCC)	Pamela Dewick (GRCC)	

<b>1</b>	<b>Welcome and apologies</b> Barbara welcomed everyone to the meeting. Apologies were received from Albert Weager and Judi Brown. Barbara announced that Dave Peachey has resigned from the board because of health reasons.	
<b>2</b>	<b>Declarations of Interest</b> There were no declarations of interest.	
<b>3</b>	<b>Notes of LINK Stewardship Board Meeting held on 16<sup>th</sup> March 2011</b> It was agreed that the notes were an accurate record of the meeting	
<b>4</b>	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• <b>Terms of Reference Quality Committe GHNHSFT</b> The Terms of Reference were distributed to the members of the Board. Following a discussion, it was agreed that a LINK representative should not attend the Quality Committee at present. The Chair would write to the Trust.</li> <li>• <b>Workplan topics</b> LINK members will be asked to offer their views of the suggested topics at the Members Event on May 11<sup>th</sup>. The Board agreed that the topics represented the comments raised by LINK members over recent months.</li> <li>• <b>Responses to LINK reports</b> Three LSB members have submitted their views on the response the Care Homes report. BarbaraM and BarbaraP are meeting with the Care Providers Association to discuss the responses with them.</li> <li>• The proposed Social Enterprise Trust have elected a new Chair (Ingrid Barker) and Interim Chief Executive (Penny Harris)</li> </ul>	<b>Barbara</b>          <b>Pamela</b>

5	<p><b>Chairs Report</b></p> <p>BarbaraM commented on the number of meetings she attended last month. The meetings are valuable for networking and for hearing what other LINKs are doing. Regional LINKs meetings are really essential. The Dept of Health meeting was very worthwhile and gave a lot of information on the white paper. A member suggested that the chair could comment in her report about whether the meetings were worthwhile eg very informative etc.</p> <ul style="list-style-type: none"> <li>• <b>Partners Notes 11 February 2011:</b> Board members were given a copy of the Partners notes of 11<sup>th</sup> February.</li> <li>• <b>Members Event:</b> The event was regrettably cancelled as the speaker from the Strategic Health Authority was unable to attend because of purdah. The event has been rearranged for May 11<sup>th</sup>, the guest speakers have not been finalised.</li> </ul>	
6	<p><b>Communications and Community Engagement (CCE) Update</b></p> <p>The report had been presented to the members. The group had discussed whether to continue providing food at LINK district public events and plan to discuss it further before they bring a recommendation to the Board. One board member considered that that food should not be provided at meetings although it was recognised that public meetings held through mealtimes may well be an exception. The Finance group will also be involved in these discussions.</p> <p><b>Working with Young People:</b> there are existing mechanisms in place eg youth parliament and it is suggested that LINK makes use of those links.</p> <p><b>Analysis of Comments collected:</b> The comments up to the end of March have been analysed and produced in a summary table.</p>	
7	<p><b>Host Report</b></p> <p>The final budget report for the year was presented to the members. Barbara explained that the next finance meeting has been scheduled for 28<sup>th</sup> April when the group will look at the year's spend and possible budget for 2011/12 taking into account the reduced amount LINK has to spend on its activity.</p> <p>Copies of LINKUP 5 will be distributed at the next members event and future public events. Work on the development of the website is ongoing.</p>	
8	<p><b>Governance Group Update</b></p> <p><b>Data Protection Policy</b></p> <p>The phrase 'LINK Manager' has been replaced by 'LINK Lead in conjunction with the Data Controller'</p>	

	<p><b>Complete Governance Framework</b> It was agreed that members of the Board should be given a complete set of the Governance Framework for comment.</p> <p><b>Revision of Registration Form</b> The Governance group had suggested that the format of pages 2 and 3 of the Registration Form should be replaced with a shorter version, which was presented to the Board. The LINK host team had suggested that the Registration of Interest form was no longer used, and that the new look Registration form is used for all enquiries. It was recognised it would help to reduce postage and printing costs. The members agreed with the proposed changes and would like to see the draft proposal before it is finalised. There was a discussion about whether the registration form should be used online.</p>	<p><b>Draft proposal of registration form to be presented at May LSB Meeting</b></p>
<p><b>9</b></p>	<p><b>Presentation</b> BarbaraM gave a presentation to the board members about HealthWatch. The Transition Plan document talks about the structures that LINK could have although the final structure of any Local HealthWatch will be determined by the Local Authority. HealthWatch England will not be in place until April 2012, so will not be able to provide the promised guidance. The branding will be developed by the Care Quality Commission. The members asked for it to be minuted that the presentation was excellent and thanked the Chair and Host for putting it together. It was agreed that the presentation, adjusted accordingly, could be used at the members' event in May.</p>	
<p><b>10</b></p>	<p><b>Care Quality Commission (CQC) Meeting the Essential Standards</b> The CQC recently published two documents about standards to expect which had been distributed to members. They also produced a large document on the health and social care: The State of Health Care and Adult Social Care in England. BarbaraM agreed that LSB members would receive a copy of the Summary Page.</p> <p><b>Learning Set Meeting</b> BarbaraM and BarbaraP attended a meeting in London, where various LINKs presented on the work they had done. The learning set materials are being put together into a guide for LINK/CQC working together</p>	<p><b>Summary page to LSB members</b></p>
<p><b>11</b></p>	<p><b>Reports from Members</b> The reports from members had been distributed prior to the meeting One member commented that the Equality Diversity System workshop organised by the Strategic Health Authority was poor. He pointed out that all equality standards are internal assessments. The real concern is that there is no established criteria against which they are monitoring.</p>	

<b>12</b>	<b>Any Other Business</b> A member recently attended a Sustainability Committee for Gloucestershire Hospitals NHS Foundation Trust and learned that in the new women's centre, the heating only heats a third of the building. The member agreed to email JudyG with her comments who will take it to the Maternity Liason Committee meeting	
<b>13</b>	<b>Date of next meeting</b> Wednesday 18 <sup>th</sup> May 2011 5.00pm to 7.00pm	