

**Gloucestershire Local Involvement Network (LINK)
Notes of the Meeting of the Interim Stewardship Board**

Gloucestershire Rural Community Council

Wednesday 4th March 2009

10.30am to 12.30pm

Present:

Barbara Marshall (Chair)
Maureen Dore
Christine Donald
Alan Waller
Barbara Stevens
Judi Brown
Val Dyer
Robin Agascar
Bren McInerney (Vice Chair)
Barbara Piranty
Pamela Dewick
Clare Davis - Manager of Customer Intelligence Team of
the Gloucestershire County Council. (invited speaker)
Chris Hickey Evaluation Trust (invited observer)

Apologies:

Peter Mannion

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| 1. | Welcome and apologies: <ul style="list-style-type: none">• Richard Townsend resigned from the ISB due to a conflicting number of existing commitments but he wishes to remain an active member• Chris Hickey from the Evaluation Trust attended the event as an observer. The Evaluation Trust has been contracted by GRCC to do an external evaluation of the host organisation's performance• Clare Davis title to speak on the performance management process of the host and the involvement of LINK members | |
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| 2. | <p>Notes of the meeting from notes of 4th February 2009 Page 6, item 10, 2nd bullet point should read “Service User and Carer Best Practice. Page 6, final bullet point should read “have asked for a representative from LINK.</p> | |
| 3. | <p>Matters arising:</p> <p>Great Western Ambulance Service (GWAS): Barbara Marshall has spoken to Victoria Eld who confirmed that GWAS still intended to hold a stakeholder meeting. Albert Weager has advised that some members of the External Reference Group (ERG) wish to form a joint LINK working group.</p> <p>PEAT visits: These visits are almost completed. The LINK members’ views from these visits will be used in the third party commentary. There was concern about the possibility of inconsistent analysis and some members asked to see the final reports</p> <p>Equality Impact Assessment: Judi Brown, Lead for Equality Impact Assessment reported that Hasnah Sheriff was unable to consider the Equality Impact Assessment activity within the time frame required. Barbara Piranty reported that Hasnah had offered time in May, but Barbara P was in the process of investigating other possible consultants to carry out this piece of work. The Equality and Diversity overview workshop has been booked for 11th March.</p> <p>Equipment: Pamela reported that a sound system, projector and screen have been purchased, for use at LINK events</p> <p>Annual Health Check: Bren McInerney will lead the group commenting on the 2gether Trust Annual Health Check, as Richard Townsend was unable to do so.</p> | <p>ACTION: BarbaraM to ask Anne Hannaford if it is possible for the LINK to see the final reports</p> <p>ACTION: Members asked to confirm their attendance at E & D workshop</p> |
| 4. | <p>Clare Davis, Gloucestershire County Council: Clare discussed the role of the Local Authority in relation to the LINK and talked about her current role working on the contract monitoring and performance framework for 2009/10. As there is little in the way of national guidance, she wanted to ensure the process was inclusive and that the LINK had an opportunity to contribute. Members were then invited to pose questions and a discussion took place. It was agreed that all members of the Stewardship Board could contact Clare to give their views, this would be in addition to the quarterly meetings with the Chair, Vice Chair and the Host. Clare is finalising the Performance Framework document with a colleague and will circulate for comment when ready</p> | <p>ACTION: Host to distribute Performance Framework document to the Stewardship Board when completed</p> |

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| 5. | <p>Chairs Report: Barbara Marshall presented a written report to the meeting. There were no comments or questions.</p> | |
| 6. | <p>Finance Report: Barbara Piranty presented the financial report to the meeting. A meeting has been arranged with Clare Davis to look at the underspend and carry over to next year.</p> | |
| 7. | <p>Governance Group Update:</p> <ul style="list-style-type: none"> • The governance framework and policies are all in the final stages • Barbara M said that some LINKs ask all members to sign a Code of Conduct document and some do this only for their board or core group. It was agreed that the Chair of the Stewardship Board would sign the Code of Conduct when it was agreed and the document would be binding on all LINK members • The Code of Conduct and other policies will be available on the website after they have been agreed by the Stewardship Board | |
| 8. | <p>Communications and Community Engagement group:</p> <ul style="list-style-type: none"> • Report presented to the meeting which included a brief overview of the community engagement events. Barbara Stevens asked if it was possible to have a copy. Some of this information is included in the HOSC report prepared by Barbara Marshall. • There was a discussion around the purchase of equipment for outdoor events. It was agreed that lightweight tables and chairs would be purchased. • A revision of the current ID badges was discussed and further changes need to be made and the production of these outsourced. • There was a discussion about the Registration Form and why it cannot be available online as a pdf. BarbaraP explained that the process included speaking to people to explain what we are sending and why. Members were reminded that the current process had been agreed by the ISB on the recommendation of the Governance Group and that all Registration forms had to be sent out by the Host. BarbaraM suggested that the request by a member of the ISB to have pdf copies of the Registration form is taken back to the Governance group for consideration | <p>ACTION: Host to email ISB and CCE members a copy of the HOSC report.</p> <p>ACTION: Host to purchase tables and chairs</p> <p>ACTION: Host to outsource ID badge production</p> <p>ACTION: Registration form process to be returned to Governance Group</p> |

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| <p>9.</p> | <p>Work Plan Group: Following the second meeting on 10th February, BarbaraM and Nadia Novali looked at a way of presenting an illustrative view, In an easy read version, of the Work Plan process. A copy of the easy read document was presented and Nadia agreed to do more work on the flow chart.</p> <p>At the recent partners meeting, a request was made for representatives to attend the Joint Strategic Needs Assessment Board and stakeholder reference group. It was suggested that the two representatives might be the Chair of the Stewardship Board and the Chair of the CCE group.</p> <p>Members to represent LINK on PCT working groups:</p> <p>National Dementia Strategy Group – Alan Waller Dental Commissioning - Barbara Stevens Cancer Head and Neck - Maureen Dore Gender Dysphoria - Judi Brown Childrens Review - Christine Donald</p> <p>Following a discussion the group agreed that there needed to be a transparent process for offering these opportunities for other members to attend. It was acknowledged that once the membership forms had been processed it will be easier to select participants from their areas of interest.</p> | <p>ACTION: BM and PD to put a list together with names currently listed, and circulate to ISB members</p> |
| <p>10</p> | <p>Members Update:</p> <p>Judi Brown: recently attended the Equalities and Human Rights Commission where they outlined their five strategies. The event was well represented and the feedback from those present was that they had been listened to and consulted</p> <p>Chris Donald: recently attended a Childrens’ Review meeting at short notice. Another meeting has been scheduled for March. HOSC have requested information from the PCT, linked with the closing of Battledown and children with long term illnesses.</p> <p>Barbara Stevens: provided a written report updating the Board on the progress of: the Wingmoor Farm Community Health Impact Assessment; the Tewkesbury Project Participation Group and the NHS Gloucestershire Annual Health Check Third Party Commentary</p> <p>Maureen Dore: is part of a group called The Survivorship Group. The Macmillan Service has been given a grant and Village Agents are helping distribute information so that people in Gloucestershire are aware of what is going on.</p> | |

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| | <p>Study Day with PCT: Maureen Dore and Dave Peachey recently attended a study day for people involved in the commissioning of the new community hospitals.</p> <p>Dave Peachey: attended a meeting about Gloucester Community Hospital meeting and has written a short report.</p> | |
| 11 | <p>Any Other Business:</p> <p>Barbara M: advised members that interviews for the LINK Development Worker is on 20th March and that they would be invited to attend GRCC for coffee and the opportunity to meet the candidates.</p> <p>BarbaraM: reminded members that expenses needed to be sent to the Host by 31st March at the latest as it was the end of the financial year</p> <p>BarbaraP: reminded members that parking spaces at GRCC are restricted to one or two as the area is predominantly residential. Members have been asked that requests are made at least 24 hours before a meeting to enable reception staff to book.</p> | |
| 12 | <p>Date of next meeting:</p> <p>Wednesday 25th March from 10.00am to 12.00noon followed by Lunch. This extra meeting was agreed as the Annual Health Check third party commentary needed to be signed off by the end of March 2009.</p> | |