

Gloucestershire LINK

First Meeting of the Interim Stewardship Board

Wheldon Room, GRCC

Wednesday 8th October 2008

10.00am – 12.00noon

Present:

Don Espie
Peter Mannion
Val Dyer
Bren McInerney
Barbara Stevens
Christine Donald
Barbara Marshall
Alan Waller

Apologies:

Maureen Dore
Robin Agascar
Judi Brown
Richard Townsend

In attendance

Barbara Piranty
Pamela Dewick



1. Welcome

Barbara Piranty welcomed everyone to the first meeting of the newly formed Interim Stewardship Board. Apologies as above.

2. Results of the vote for election of Chair to the ISB

- Nine Ballot Papers had been received and opened. Two further envelopes were received a day too late and had not been opened. However, they would not affect the final result.
- The new chair is Barbara Marshall.
- Barbara Marshall formally thanked Bren for all his work during the Transition Period and beyond, and is looking forward to working closely with him in the Interim Stewardship Board.

3. Election process vice chair

There are four candidates for the vice chair position. Val Dyer, Bren McInerney, Barbara Stevens, Alan Waller.

It was agreed that:

- The Chair has a vote
- Just one vote each
- Ballot papers to be returned via Royal Mail by 3pm on Friday 17th October 2008.
- Opening and counting procedure to be as used for voting of chair.
- If, after the votes have been counted, there is no overall winning candidate, the Host will discuss the next steps with the Chair

4. Notes of the Final Transition Group meeting on 26th September 2008

Page 4 Item 4 Finance: Peter noted his motion to not provide lunch had been omitted. The Chair apologised for this omission and said the issue would be considered by the ISB at a later date

ACTION: to include on an ISB agenda.

5 Matters arising (not covered on the agenda)

- Page 1, Item 3: The photographs of the ISB members would be put onto the website now that the decision had been made about the Chair.

ACTION: BP and PD to put list of ISB members with photographs on website

- Page 2, item 4: Bren's copy of the London Conference Notes has been handed out to the members who requested them. (10 people)
- Page 2 Item 6: Equality and Diversity Paper –Kevin Lee had advised that the GCC EIA is not actually out of date and would like a meeting with Meena and Judi Brown to discuss a way forward.

ACTION: Barbara Piranty to advise Judi and Meena to set up meeting

- Barbara Piranty and Bren McInerney attended Glos FM Radio to talk about LINK. The station would like a return visit for an update
- Barbara Marshall agreed that she will be producing the Chairs report for the ISB meetings. .

ACTION: Pamela to see if notes are available for the event

- Page 3 Specialised Commissioning Workshop Consultation in Taunton – Judi had expressed an interest but unable to go.
- Page 4, Finance: Fiona Jones will provide us with breakdown of spend of £10,000 set up money.
- Page 4, Issue of room hire and photocopying costs has been resolved.

ACTION: Barbara Piranty to forward breakdown of GCC underspend to ISB members

6 Objectives for the ISB over the six month period (operating procedures)

- The Chair stated she thought that the main objectives were:
 1. Finalisation of governance arrangements including terms of reference/standing orders, complaints, expenses, and code of conduct.
 2. Engagement of groups and individuals in LINKs including a definition of active participants, mapping of all the community groups and voluntary organisations and development of the website.
 3. Development of relationships with the local statutory agencies, the regulators, HOSC and the SWHA including work planning in line with the Local Area Agreement and Aims of Healthy Gloucestershire. Arrangements for “Enter and View” and Annual Health Checks.
- All the above activities will need to be documented in the Annual Report in March 2009 and will also be the subject of an Equality and Impact Assessment Policy.
- A wide ranging discussion took place. In principle, these objectives were agreed.

- Suggestion that permanent sub-groups could be set up, chaired by an ISB member and reporting back to the ISB. One of these groups could be for work planning.
- Concern that, in order to be credible, we should address a topic as soon as possible and be seen to have achieved a result.
- Issues raised at the 16th September meeting need to be followed up together with issues from the PPI Forum Legacy Reports.
- Not all members were aware of the aims of |Healthy Gloucestershire and the links with the Local Authority Agreement (LAA).

ACTION: Pamela to collect the information and send out to members.

- Members felt that Governance arrangements were the first priority and that all members of the ISB should be involved in these discussions and it should not be left to a smaller sub group.

ACTION: the main item on the Agenda of the next ISB meeting would be Governance. Any known papers on Governance will be collected by the Chair and Host and distributed prior to this meeting.

- The 2nd priority was Community Engagement and Publicity. Agreed that the 21st October planning group should be used as the nucleus of the new Community Engagement Group and chaired by Bren McInerney as an ISB member. This group would report to the ISB.

ACTION: the Chair will contact Bren McInerney to obtain his agreement to this proposal.

7 Consultations and events

- NHS Constitution and Consultation – group meeting again on 9th. The ISB gave the group a mandate to send off response direct. The South West NHS is holding a Consultation Event in Gloucester on 16th October.
- Discussion about coordinating attendance at events and consultations, particularly as some ex forum members are still being invited to consultations. It was agreed that all requests to go to Barbara Marshall first.
- Host has been invited to GWAS event in Chippenham. Concern that it is only for Host, not for LINK members.

8. 21st October LINK Media Launch

Following the meeting of the Planning Group last Monday, a proposed schedule for the 21st was presented to the ISB.

The Planning Group, at their meeting on the 6th, had agreed:

- That the 21st would be a Media Launch
- Proposed timetable for the 21st (handed out)
- Guest speakers would be Ruth Fitzjohn (Chair of Gloucestershire Primary Care Trust), Margaret Sheather (Group Director of Adult and Primary Care)

and Councillor Tony Hicks (Lead Cabinet Member, Community and Adult Care).

- The 10.30 LINK slot could be shared by Bren Mcinerney (short time on Transition Period) and the new ISB Chair (announced at this meeting as Barbara Marshall – to talk about LINK beyond Transition)
- Launch the new banner and leaflets – everyone was happy with the banner and leaflet – suggestion that banner has cream background rather than white as it is better for sight impaired people. Added picture of an ordinary, everyday family. To put pictures on the front sheet of the leaflet.
- Promote what LINKs is, in its wider vision
- Distribute Information packs to attendees and Press packs to the media.
- Announce the planned district media launches, hopefully with dates and venues.
- A group photograph of all attendees, with their permission, would be taken towards the end of the event

The ISB then discussed the proposed timetable for the 21st

- The event would be run very much like the 16th September event
- Agreed that there should be one speaker only at the 10.30 slot.
- There would be a time for questions, all questions to be directed to the chair, who will delegate someone to answer.
- Concern that the questions might be targeted to the specific role of the three speakers rather than questions about LINK.
- ISB members to wear easily identifiable badges, maybe of a different colour,
- Remainder of Transition Group would be invited.
- Invitations given to Gloucester Citizen, The Forester, Cheltenham Echo, Radio Gloucestershire and Severn Sound.
- Invite media such as Dursley Gazette, Stroud News and Journal etc to the District Media Launches. More likely to attend those.
- The invitations to be sent from the ISB not the Host. Pamela presented a draft invitation for members to consider. Barbara Marshall suggested it should be A4, with a tear-off return slip on the bottom.
- Pamela has sent preliminary invitations to key stakeholders etc. (list given out)

ACTION: All ISB members to advise Pamela of any names that they feel are missing.

District Launches – these are not road shows, but Media Launches in the District, to enable local people to see what LINK will mean for them. Should we invite MP's? Planning Group to consider at their next meeting.

9. Expenses forms and BACS – Barbara Piranty asked members to return their completed BACS form to enable GRCC to pay their expenses promptly. Expense forms need to be with GRCC (Pamela) by the 3rd of the month to ensure

they are included in our month end payroll BACS run. Any large expense incurred by members may be paid immediately by cheque without waiting for the BACS run. Reminder that mileage is 40p per mile and 45p per mile if you have a passenger (provided you are adequately insured). Claiming for items other than travel and car parking will be discussed at a future ISB meeting.

ACTION: Pamela to email expenses form out to everyone

10. Frequency of meetings and venues

- Discussion whether mornings or evenings. Agreed ISB meetings to be on the 1st Wednesday of each month, starting 5th November 2008. Venue to be GRCC as advantageous to Host to have access to facilities etc.

ACTION: Barbara Marshall to discuss with absentees their preferences for times of meetings

- **Notes of meetings.** Following a discussion, it was agreed that meeting notes would be taken, produced and forwarded to the chair for approval. Once approved, they would be circulated to the ISB and brought to next ISB meeting. There was a discussion about whether the meeting notes should be put on the website in their entirety.

ACTION: Barbara Piranty will ask what other LINKs are doing with meeting notes.

11. Circulation of Members' details.

- Barbara Marshall asked if members present they were happy for their personal contact details to be circulated to everyone on the ISB, but not for general circulation.

ACTION: Barbara Marshall to contact the members absent from the meeting to see if they consent.

ACTION: Pamela to circulate details to the members that have given consent once Barbara has completed her action

Barbara also confirmed that Pamela was putting together a register of interests of ISB members. She did not want to know what they were members of.

- Under the Governance arrangements, it will be necessary to have a list of ISB members interests. This is to identify any potential Conflict of Interest at any ISB meetings.

ACTION: Pamela to compile a register of ISB members interests

- Agreed that a data base of the interests (topics) of members would need to be set up to enable easy identification of members who might be called into a specific task group

12. Any Other Business

- A number of ex PPI forum members are still attending groups set up prior to March 31st 2008. Examples are PCT Involvement Group, North Cotswolds

Dentistry, Hazardous Waste. Confirmed that this attendance is as a member of the public, not as a LINKs representative.

ACTION: To compose a list of these activities for discussion at a future ISB meeting.

13. Date of Next Meeting

- Monday 20th October at GRCC Wheldon Room 10.00am to 12.00noon

Barbara Marshall thanked everyone for attending. The meeting finished at 3.55.