

**Gloucestershire Local Involvement Network (LINK)  
Notes of the Meeting of the Interim Stewardship Board  
Wheldon Room, Gloucestershire Rural Community Council  
Wednesday 3<sup>rd</sup> December 2008  
6.00pm – 8.00pm**

**Present:**

Barbara Marshall Chair  
Judi Brown  
Christine Donald  
Alan Waller  
Don Espie  
Barbara Stevens  
Robin Agascar

**Apologies:**

Maureen Dore  
Richard Townsend  
Val Dyer  
Peter Mannion  
Bren McInerney (Vice Chair)

**In Attendance:**

Barbara Piranty  
Meena Patel  
Pamela Dewick

<p><b>1. Welcome and apologies:</b> Barbara Marshall welcomed everyone to the meeting. Apologies received from Maureen Dore, Richard Townsend, Val Dyer, Peter Mannion and Bren McInerney.</p>	
<p><b>2. Notes of meeting on 5<sup>th</sup> November 2008:</b> The notes are correct.</p>	
<p><b>3. Matters arising (not covered on this Agenda)</b></p> <ul style="list-style-type: none"> <li>• A list of items to be considered for the work plan has been received from the Primary Care Trust (PCT) Patient and Public Involvement (PPI) Department</li> <li>• Some ISB members present expressed concern that the ISB is not proceeding with a work plan. Following a discussion, it was agreed that a group would meet and put together a work plan paper for reporting back to the ISB</li> <li>• Equality and Diversity – Meena reported she had received five dates from Kevin Lee, mostly in February and one in March 2009.</li> <li>• Putting People First Consultation – no one was able to attend.</li> </ul>	<p><b>ACTION: Pamela to collect names of members who would like to be involved and arrange first meeting for December.</b></p>

<ul style="list-style-type: none"> <li>• Patient Environment Action Team (PEAT) visits. It was asked if a similar process occurred in Social Care sites.</li> <li>• Annual Health Check – a meeting will be arranged in early January to discuss. Members were aware that the third party commentary from LINKs this year would not be as comprehensive as the PPI Forums had been</li> </ul>	<p><b>ACTION: ask Fiona Jones if there is a similar process in Social Care</b></p> <p><b>ACTION: Pamela to arrange meeting</b></p>
<p><b>4. Chair’s Report</b></p> <ul style="list-style-type: none"> <li>• Barbara Marshall recently met with Andrew Gravells and Richard Thorn Gloucestershire County Council Health and Overview Scrutiny (HOSC)) and discussed the ambulance service, the Annual Health Check (AHC), and Wingmoor Farm.</li> <li>• BarbaraM reported that the Gloucestershire LINK response was mentioned in the Joint HOSC report. This report is now in the public domain.</li> <li>• At the recent event in Swindon, which Barbara attended with Meena, the Great Western Ambulance Service (GWAS) Chief Executive said he was making some management changes to the service, and concentrating on improving the 999 response. He is planning a Stakeholder meeting, to which the LINK Chairs, Hosts and the external reference groups will be invited.</li> <li>• Barbara, Bren McInerney and Meena Patel recently attended a conference, “Engaging with Communities and Citizens” at Cheltenham Racecourse, where John Skrine, (ex Commission for Patient and Public Involvement in Health) was a guest speaker. His new role is within National Power Communities.</li> <li>• Barbara recently attended the NCI Conference in Birmingham where there was a talk by David Pink of National Voices. There is a suggestion that National Voices might become one of the national organisations for LINKs. Barbara recommended members look at the papers which can be found on the web site.</li> <li>• Barbara and the Host is meeting with Clare Davis Gloucestershire County Council concerning Key Performance Indicators for the LINK. Barbara invited ISB members to comment.</li> </ul>	<p><b>ACTION: Send copy of joint HOSC Consultation report to Albert Weager</b></p> <p><b>ACTION: Board members to pass comments to Chair by Friday 5<sup>th</sup> November.</b></p>
<p><b>5. Financial Report</b></p> <p>Barbara Piranty (BP) presented LINK expenditure up to and including the end of November. BP pointed out that the LINK is considerably underspent, that the £41300 allocated is not ringfenced, and that if the budget allocation for next year was not spent, it would be lost and may affect funding figures for next year. Providing evidence that invoices are still outstanding will help explain any remaining underspend and there may be a</p>	

<p>possibility of some underspend coming directly to GRCC, to be carried over and ring fenced for future use.</p> <p>Expenditure on suitable material for Community Engagement Events has not yet been made. Following a meeting with Barbara Marshall and the host, it was agreed that the employment of a person on a short term basis to complete the mapping was considered a host cost and would therefore be undertaken by the host.</p> <p>Following a discussion, it was proposed that a small finance group is formed, of no less than three members. Don, Alan and Judi showed an interest in being part of the group.</p>	<p><b>ACTION: a meeting to be arranged as soon as possible</b></p>
<p><b>6. Update from the Communications and Community Engagement Group</b></p> <p>Bren McInerney, Chair of Communications and Community Engagement (CCE) Group, presented a paper to the Board. The ISB members that are involved in the District Media Interviews were asked to take the prepared script with them.</p> <p>Bren reported that the Social Inclusion Strategy has been published and includes some information on monitoring as a response to the LINK comments.</p> <p>Draft 2 of the Terms o Reference and CCE strategies have been prepared. Once the CCE Chair has seen it on Friday, it will be forwarded to CCE members. This will not be the final draft.</p>	<p><b>ACTION: Host to distribute script to members involved.</b></p>
<p><b>7. Update from the Governance Group</b></p> <p>It had been agreed that the Governance group was a short term sub group and that the governance notes were for that group only. Expecting to bring the draft document to the ISB in January.</p> <p>BarbaraM was asked by the Governance group to bring to the ISB a suggestion, that the new Stewardship Board should be 15 not 12, in enable a more consistent attendance at meetings etc. However, she acknowledged that the group were divided in their views. Following a discussion, it was proposed by Don Espie and seconded by Judi Brown that it is left as 12.</p> <p>The Group has been working on the Members Registration form and hope to present it to the ISB at the January meeting.</p>	
<p><b>8. Report of Members activities</b></p> <p><b>Wingmoor Farm Health Impact Assessment</b></p> <p>Barbara Stevens said that she has been given two dates, 8<sup>th</sup> December for the draft report to be considered, and 22<sup>nd</sup> December to look at the finalised report. She will report back to the ISB.</p> <p><b>Avon, Gloucestershire and Wiltshire-NHS Treatment Centre Scheme Meeting – 2<sup>nd</sup> Dec Bristol</b></p>	<p><b>ACTION: Alan Waller to present a report of the</b></p>

<p>Alan Waller attended– to present a report at the January meeting</p> <p><b>Commissioning Services Event</b></p> <p>Christine Donald presented a report for this event, saying that this was the first meeting. It was agreed that this should be considered for the work plan.</p> <p><b>Forest Voluntary Action Forum – Social Enterprise Trust Meeting</b></p> <p>Albert presented a report of the meeting to the Board.</p>	<p><b>event.</b></p> <p><b>ACTION: to be referred to the Work Plan Group</b></p>
<p><b>9. Equality Impact Assessment</b></p> <p>Judi and Meena have worked on Equality Impact Assessment and presented two documents to the meeting, the Equality Impact Assessment Form and the Equality Impact Assessment work plan. Following a discussion, the board agreed to adopt the documents, and that they would forward their comments to Meena by 12<sup>th</sup> December.</p> <p>A discussion about the Equality Impact Assessment work plan followed, and it was agreed to take it forward for development. In order for the deadline to be reached, the Host to present a specific remit for a person to do this piece of work to the ISB in January. Host to write letters in December to the groups identified in the document.</p>	<p><b>ACTION: ISB members pass comments to Meena by 12<sup>th</sup> Dec.</b></p> <p><b>ACTION: Host to prepare a formalised proposal for a fixed term contract, to present to the ISB in January</b></p>
<p><b>10. Patient Environment Action Team (PEAT) Visits</b></p> <p>BarbaraM reported that Anne Hannaford (Primary Care Trust) had asked that the LINK takes part in the PCT and 2gether Trust PEAT inspections (15 sites), As it is suggested by the Healthcare Commission that LINK are involved in these visits, the group agreed to be involved. Dates not yet known although it is likely to be February / March</p> <p>The members who have indicated they would like to be involved, will receive a copy of the PEAT Assessment 2009 document.</p>	<p><b>ACTION: Pamela to contact members with letter from chair, and a table giving details of the visits.</b></p> <p><b>ACTION: Pamela to send out PEAT Assessment document</b></p>
<p><b>11. Any Other Business</b></p> <ul style="list-style-type: none"> <li>• Those present agreed that light refreshments are provided when meetings are held in the evening.</li> <li>• Judi distributed a copy of the Pocket Guide, part of the HM Government Information Sharing Guidance package (2008) to the members and gave a copy of the full version to the Host.</li> </ul>	<p><b>ACTION: Host</b></p> <p><b>ACTION: Full version available in GRCC for members to inspect</b></p>
<p><b>12. Date of next meeting</b></p> <p>Wednesday 7<sup>th</sup> January GRCC 10.30am – 12.30pm</p> <p><b>The Meeting closed at 8.20pm</b></p>	