

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

Gloucestershire Rural Community Council

Wednesday 4th February 2009

10.30am to 12.30pm

Present:

Barbara Marshall (Chair)
Maureen Dore
Christine Donald
Richard Townsend
Judi Brown
Peter Mannion
Bren McInerney
Barbara Piranty
Pamela Dewick
Louise West

Apologies:

Don Espie
Val Dyer
Robin Agascar
Alan Waller

	ACTION
<p>1. Apologies: Apologies were received from Don Espie, Alan Waller, Val Dyer and Robin Agascar.</p>	
<p>2. Notes of Interim Interim Stewardship Boards Meeting held on 7th January 2009 P6 AOB: The third bullet point should say "Quality Outworks Framework Process"</p>	
<p>3. Matters arising from notes of Interim Stewardship Board meeting held on 7th January 2009.</p> <ul style="list-style-type: none"> • Great Western Ambulance Service: BarbaraM advised she had written to them twice about their suggestion of having a LINK group but has not had a reply • Patient Environmental Action Team visits: The dates for the PEAT visits have been allocated to members. Following a discussion, some members were not happy for their telephone number to be given to Anne Hannaford, although Anne was happy for members to have her number. There had been an issue with two visits being cancelled due to inclement weather conditions recently. It was agreed there be a clear line of 	

<p>communication through GRCC. Becky Parish will be providing a clear communication process that will apply to all projects</p> <ul style="list-style-type: none"> • Mark Branton Visit: BarbaraM explained that Mark Branton had approved the record of his visit, detailed in the notes • NHS Treatment Centre: the paper has been distributed to ISB members. • Annual General Meeting: the letters had been sent to all active members, with tear off slip to advise their attendance • Workplan group notes from the meeting on 17th December were discussed. A query was raised about the use of the trust action plans as evidence for the Annual Health Check commentary. It was agreed that we could only include actions taken between April 2008 and March 2009 in response to surveys carried out by the PPI Forums. JudiB asked that “health groups difficult to reach” and “interventions not normally funded” were added to the list of agreed areas for possible inclusion in the workplan. • Equality Impact Assessment: BarbaraP and Judi altered the dates and the workplan needs to be re-issued to the ISB. Hasnah Sherriff has received a copy of the workplan and a job description. It was suggested that Hasnah should meet JudiB, RobinA and BarbaraP to discuss the role in more detail to establish its suitability because of Hasnah’s commitments to her consultancy work. • National Association of LINK Members (NALM): Meredith Vivian from Dept of Health said NALM will not be speaking at National LINK conference on the 5th February, even though the NALM newsletter, published on the NCI website, states that they will. He also stated that NALM is not a democratically elected group. 	<p>notes to be distributed to ISB members, and to ensure website version of notes contain the amended version</p> <p>This will be referred to the workplan group</p> <p>Host to arrange meeting</p>
<p>4. Chairs Report</p>	

BarbaraM presented the Chairs report to the meeting.

- Fiona Jones (Gloucestershire County Council) has given a wishlist of requests for LINK involvement to be included in the Gloucestershire LINK work plan
- BarbaraM and Albert Weager recently attended a joint OSC meeting, along with LINK representatives from the Bristol, Swindon and NE Somerset LINKs. The joint OSC have agreed in their Terms of Reference that their meetings will rotate around the GWAS area, and the attending LINK member will be the one from the area where the meeting is being held
- Claire Davis (GCC) will be attending the ISB meeting on March 4th, therefore the meeting will last an extra half hour
- BarbaraP explained that following host discussions around the LINK recruitment, the decision was made to split the LINK roles equally but with a different focus on each. The posts will now be LINK development worker (focusing on the community engagement and strategic aspect with Barbara P) and LINK worker (Pamela's role with more of a focus on the monitoring and administration of the project). Barbara P will still line manage both roles and have overall responsibility for the project. Interviews will take place on Friday 20th March, and BarbaraM will sit on the panel. ISB members are invited to attend GRCC offices at 10am for coffee and to meet the prospective candidates. Members asked for clear identification of who they should contact in the office for queries on different subjects

5. Financial Report

- BarbaraP presented the financial report to the meeting, which included an up to date explanation of the budget sheet following the Resource Allocation Working Party (RAWP) meeting and LINK spend to date. RAWP had suggested that the LINK bear the cost of the internal meeting room hire. After lengthy discussion, it was decided by the board that the cost should remain with the Host as stated in the contract.
- BarbaraM: stated there are a number of LINK participants expenses not yet in and reminded members to submit their expenses this month. She also reminded members that they can claim an extra £5 per month to cover sundries. Judi queried upfront payment of travel costs

<p>and commented that some members may not be able to wait for the payment to be paid with their normal expense claim. BarbaraP explained that no one should be 'out of pocket' in relation to expenses. If required, a cheque can be raised by the host at the time of booking train tickets etc to ensure this does not happen, particularly in the case of larger sums.</p> <ul style="list-style-type: none"> • A discussion took place around the purchase of equipment for the LINK. • There was a discussion around the balance of the current budget and what would happen to the underspend. A business case is being put together to retain some of the Underspend. It will be presented to Gloucestershire County Council (GCC) as LINK funding is part of the Area Based Grant in the Local Area Agreement and not 'ring fenced', subsequently GCC can reduce the budget year on year if they choose. • Richard T asked for details of host contract 	<p>Pamela to talk to her contacts to purchase a sound system and a Projector and screen</p> <p>BarbaraP to discuss carry-over of underspend with Clare Davis of GCC</p> <p>BarbaraP to circulate host contract to ISB members</p>
<p>6. Members Update</p> <ul style="list-style-type: none"> • Wingmoor Farm: the final draft of the Health Impact Assessment has been sent out for comments from interested parties. • Winchcombe Hospital: BarbaraM has written for a progress report? • Putting People First: Bren recently attended a stakeholder event held on 28th January. Following this, BarbaraM and BarbaraP are meeting with Carey Wallin to look at how the LINK can best be represented and participate • Survivorship (cancer patients pathway for the remainder of their life) have 150 members regularly attending a monthly meeting. They are looking to join the LINK. 	
<p>7. Governance Working Group Update:</p> <ul style="list-style-type: none"> • Election Process for Stewardship Board: A table was presented, detailing a working process and dates for 	

<p>election to the Stewardship Board</p> <ul style="list-style-type: none"> • Governance Progress: the Chair of Task Groups will be selected from within each group and approved by the Stewardship Board, and that the Chair would report direct to the Stewardship Board • Membership Form: it had been agreed to have the Monitoring information on a separate sheet, stapled to the Membership form, and separated when received by the host. However Di Bardsley of the Care Services Improvement Partnership (CSIP) suggested that, in line with other LINKs, the Membership form should be re-titled a Registration form, because people do not have to be a member to participate in the LINK. Everyone agreed to the change. • Members eligible to vote: following a discussion it was agreed that members wishing to vote in Stewardship Board elections must have been a member of the LINK for a month prior to the election. • Elected Councillors and District members: following a discussion it was agreed that elected Council and District Council members could be participating members but not have voting rights. It was recognised that there could be a conflict of interest. It was also recognised that many Boards ask for both financial and political conflicts of interest to be declared 	
<p>8. CCE working Group Update</p> <ul style="list-style-type: none"> • The Tewkesbury and Coleford Community Engagement pilot events have taken place. The clear aim was to promote the LINK, listen to what people have to say about local priorities and encourage them to join the LINK. Councillors were present at both events. A grid detailing questions, comments and priorities is being completed at each event, and after the third event, all three will be put together into one document highlighting emerging common themes, which the work plan group can use. A laminated chart was put up at each event, with prompts (eg GP services) to encourage attendees to put up concerns/comments about services in their area. It was suggested that the power point presentation was put onto the website. It was agreed to consider it after the third pilot event. 	
<p>9. Annual Health Check</p>	

<p>Following a discussion, it was proposed that there should be four small groups looking at the Annual Health Check and that each group should be led by an ISB member.</p> <ul style="list-style-type: none"> • NHS Gloucestershire (formerly PCT) Trust led by BarbaraS and AlanW • 2gether Trust led by Richard Townsend • Acute Hospitals Trust led by Maureen Dore • GWAS Trust led by BarbaraM (to include Albert Weager) <p>Third Party commentaries and documentation will be given to each group</p>	
<p>10. LINK representation on Committees</p> <ul style="list-style-type: none"> • Becky Parish advised that NHS Gloucestershire have commissioned an independent consultant to review changes to childrens services (Battledown) and requested a LINK member joins in the discussion. There is a tight HOSC timetable, so the first meeting is between the 7th and 13th February. BarbaraS, JudiB, RichardT and Christined are interested. • The 2gether Trust have asked for a representative on a new committee, Best Carer Practice. Meetings will be quarterly. If the meetings are in the daytime, then RichardT is interested. JudiB is interested if the meetings are in the evening. • Fiona Jones had asked for someone to attend a Dementia Group and someone to attend the Joint Strategic Needs Assessment. • Neurological Disability meeting. Christined had attended a meeting in November and would like to continue, if the County Council and NHS Gloucestershire ask for a representative to attend. • Dentistry Commission Forum have asked for a representation from LINK, BarbaraM advised that they need to write to us to ask. 	<p>Host to enquire from Becky when the meeting will be held</p> <p>Host to enquire when the meetings will be held</p> <p>To be discussed at the next work plan meeting</p> <p>Host to enquire when the meeting will be</p> <p>to discuss at the next LINK Partners meeting</p>
<p>11. Any Other Business</p> <ul style="list-style-type: none"> • BarbaraP reported that Kevin Lee is available on 5th or 11th March to lead workshop. It was agreed that the host circulate the date and when it was clear which one suited people better, Kevin should be booked along with a 	<p>Pamela to circulate dates and book</p>

<p>suitable venue.</p> <ul style="list-style-type: none"> • JudiB had tried to get on the Health Care Commission Engage website, which had proved difficult • The LINK commented on the on the draft Strategic Health Authority framework and copies of the final document were distributed to ISB members. 	<p>Kevin Lee, and venue</p>
<p>12. Date of next meeting Wednesday 4th March 2009 at GRCC from 10.00am to 12.30pm (to include visit from Clare Davis)</p>	