

Gloucestershire LINK
Notes of the Meeting of the Interim Stewardship Board
Wheldon Room, Gloucestershire Rural Community Council
Wednesday 5th November 2008
10.30am – 12.30pm

Present:

Barbara Marshall Chair
 Bren McInerney Vice Chair
 Christine Donald
 Alan Waller
 Don Espie
 Richard Townsend
 Peter Mannion
 Barbara Stevens

Apologies:

Maureen Dore
 Judi Brown
 Val Dyer
 Robin Agascar

In attendance:

Barbara Piranty
 Meena Patel

<p>1. Welcome and apologies: Barbara Marshall welcomed everyone to the meeting.</p>	
<p>2. Notes of meeting on 20th October 2008: Members present were happy with the changed reduced format of the meeting notes.</p>	
<p>3. Matters arising (not covered on this Agenda)</p> <ul style="list-style-type: none"> • Photos of most of the Interim Stewardship Board members have been redone and would be put on the website • The transition notes have been removed from the website • The revised expenses form is now in use. There is still no protocol to ensure that LINK members carrying other members to meetings have the correct motor insurance • Discussion on use of Gloucestershire map as logo on website and other publicity material (as produced by Don Espie) Possible copyright issue. This to be checked together with recent national 	<p>ACTION: Pamela to complete the process</p> <p>ACTION: Meena</p> <p>ACTION: Barbara Piranty/Meena</p>

<p>LINK logo.</p> <ul style="list-style-type: none"> • Criminal Record Checks still being collected 	<p>ACTION: Meena/Pamela</p>
<p>4. Chairs Report</p> <p>Barbara Marshall, Chair, presented two reports to the meeting. There were no questions.</p>	
<p>5. Update from the Communications and Community Engagement Group</p> <p>Bren McInerney, Chair of Communications and Community Engagement Group, presented a paper to the Board.</p> <ul style="list-style-type: none"> • Alan Waller asked for clarification of what constituted a media release as members are sometimes asked for comments by members of the press. To be taken back to the Communication and Community Engagement (C and CE) group for clarification • Proposed that there is a clear distinction between a District Media Interview and a Community Engagement Event. The Community Engagement Events would widen recruitment and give an opportunity for attendees to give their views on local health and social care issues. Proposed to hold the events Jan / Feb 2009, working with LINK members in those areas, ensuring we link with local groups and organisations. • District Media Interviews to take place as soon as they can be arranged. • The Communications and Community Engagement group were looking for agreement from the Interim Stewardship Board to hold six district media interviews / events, and then to hold the six Community Engagement events in the early Spring. The purpose would be to keep communication ongoing. The Interim Stewardship Board agreed to this course of action and asked they were notified of the dates as soon as possible in advance • The draft Terms of Reference document will be sent out together with the Communication Strategy Document to the Communications and Community Engagement group before their next meeting. 	<p>ACTION: Pamela to be included in next Communications and Community Engagement Group Meeting Agenda</p> <p>ACTION: Barbara Piranty</p> <p>ACTION: Meena to complete documents and forward them to Communications and Community Engagement members before their next meeting.</p>

<p>The Communications and Community Engagement group meetings could be in evenings if required. This principle to be included in the Terms of Reference.</p>	<p>ACTION: Meena to include in Terms of Reference</p>
<p>6. Update from the Governance Group</p> <ul style="list-style-type: none"> • The group have had their first meeting and a further three have been scheduled. • Meena Patel and Barbara Marshall looked at a number of websites for LINKs across the country. There was a huge variation in their published documentation ranging from vague operating procedures to registration as a charity with a constitution, The Devon LINK has the nearest structure and was looked at in more detail together with the documents from the Transition Governance group. • The group agreed that there should be a single document to cover the governance arrangements, which would be brought back to the Interim Stewardship Board for discussion and approval 	<p>ACTION: Item for a future Interim Stewardship Board meeting</p>
<p>7. Report of Members activities</p> <ul style="list-style-type: none"> • <u>Holly House/ city community hospital project</u> A report was presented to the board from Dave Peachey, an active member of Gloucestershire LINK. Further meetings are to be held. The project has only just started to have patient and public involvement. • Suggestion that the PCT might commission the LINK to do a consultation • Barbara Marshall will meet with Caroline Smith PCT to discuss the PCT suggestion of commissioning the LINK to undertake consultations. • <u>Wingmoor Farm Health Impact Assessment</u> Barbara Stevens attended the Steering group meeting as LINK representative and presented an update report to the meeting. Further meetings are proposed with a report in January 2009 It was agreed that the LINK should be officially involved in this ongoing consultation and that Barbara Stevens continued to attend . • The Health Overview and Scrutiny Committee have 	<p>ACTION: Barbara Marshall to meet with Caroline Smith</p> <p>ACTIO N: Barbara Stevens to report back after the proposed meetings</p>

<p>asked for the Health Impact assessment report to be presented at January meeting and are not happy with the delay in its production</p> <ul style="list-style-type: none"> • <u>Equality and Diversity Toolkit</u> • Judi Brown met with Kevin Lee and Meena Patel to discuss the draft toolkit and actions needed to implement it. Further meetings are planned. Kevin Lee has offered to run an awareness session for LINK members. This was agreed by the Interim Stewardship Board. 	<p>ACTION: Barbara Marshall to discuss with Andrew Gravells</p> <p>ACTION: Meena to arrange training session</p>
<p>8. Consultations / Events</p> <p>Barbara Marshall presented a paper of the many requests the LINK has received recently.</p> <p>Item 1 – Connecting for Health – Consultation document with very specific questions on additional uses of patient data. Agreed a working group will be formed. Bren and Christine would like to be involved. Some ex Transition Group members might be interested.</p> <p>Item 2 – Health Care and Consultancy Network –very short time scale for Primary Care Trust on the views of the public on support available for emotional health and well being. This could be completed by members as individuals and the LINK should not be involved.</p> <p>Item 3 – Stakeholder Lunch on 17th November – part of National Social Inclusion programme Bren will attend.</p> <p>Events item 1 – Forest of Dean Social Enterprise for Health and Social Care Forum -Wednesday 19th November- LINK should be represented –local members may be available</p> <p>–Events item 2 Planning Future Services Together Putting people First) Thursday 20th Nov Bristol - LINK should be represented- Don Espie may be able to attend –</p> <p>Events item 3 Commissioning Service for People with long term neurological conditions – Monday 24th Nov Gloucester Rugby Club - Joint Primary Care Trust and Gloucestershire County Council conference. LINK asked to be present. Christine Donald will attend.</p> <p>Events Item 4 – Spirituality Conference – not sure if this event will take place</p> <p>Conferences item 1 –National Centre for Involvement Annual Conference - Tuesday 25th Nov Birmingham – the</p>	<p>ACTION: Meena /Pamela to arrange</p> <p>ACTION: All members</p> <p>ACTION: Bren</p> <p>ACTION: Pamela to contact Albert Weager and Val Dyer</p> <p>ACTION: Pamela to book place</p> <p>ACTION: Place booked</p> <p>ACTION: Pamela to book place</p>

<p>group agreed that Barbara Marshall could attend</p> <p>Conferences item 2 – Patient Safety Congress April/May 2009 – the group agreed in principle that Don Espie could attend depending on cost.</p> <p>Meetings Item 1 – Learning Disabilities Partnership Board 19th January 2009– Invitation to attend. Agreed Chair and Vice Chair would go</p> <p>Meetings item 2 – Service User Forum 20th November – Meena Patel and Barbara M have had a letter inviting a LINK representative to attend this meeting as the service users wished to express concerns about their participation in the Transition group meetings. Bren and Chris Donald will attend. Suggestion that Barbara M, Bren, Fiona Jones also meet with Nadia. Host would also like to be involved.</p>	<p>ACTION: Pamela to identify cost</p> <p>ACTION: Meena to arrange</p> <p>ACTION: Meena to inform Nadia Novali</p>
<p>9. Annual Health Check</p> <ul style="list-style-type: none"> • The Health Care Commission has published a LINKs guide. • Evidence for third party commentaries from LINK will be limited this year • Attendance by LINK members as patient representatives in the Patient Environmental Action Team (PEAT) in February might help this process • Barbara M and Maureen Dore have been contacted by the Gloucestershire Hospitals NHS Foundation Trust (GHNHSFT) • No similar contact has been made by the 2Together Trust or the Primary Care Trust. Barbara Marshall to make further enquiries • The Annual Health Check for the Great Western Ambulance Service (GWAS) involves a number of LINKs. Process to be discussed at a meeting with GWAS next week. • Don Espie queried whether PEAT type inspections occur in social care. . Fiona Jones to be contacted about this. • A group will be set up in preparation for the Annual Health Checks. All members present wish to be involved 	<p>ACTION: Pamela to ensure every Interim Stewardship Board member has a copy of the Health Commission document</p> <p>ACTION: Barbara Marshall</p>
<p>10. Training Programme Planning</p> <ul style="list-style-type: none"> • Andrew Lawrence of Care Services Improvement Partnership (CSIP) has allocated eight hours for a training day, which includes his preparation time. 	<p>ACTION: BarbaraM and Meena to talk to</p>

<p>There will be two sessions of two hours, with lunch break in between. Topics could be “Best Practice in respect of other LINKs, Governance , Inclusivity”</p> <ul style="list-style-type: none"> • Date suggested Monday 8th December. • Future training could include “Aspects of Social Care” provided by Gloucestershire County Council (GCC) • An awareness session on equality and diversity, provided by Kevin Lee GCC .is being arranged 	<p>Andrew Lawrence about the content of the session.</p> <p>ACTION Discussion with Fiona Jones</p>
<p>11. Active Members / Transition Group</p> <ul style="list-style-type: none"> • Letter for Transition Group is in draft for approval • Recent meeting of the Host organisations suggested that there should not be “members” of a LINK. Members agreed that in Gloucestershire we would continue with the present terms • Discussion about how to keep all members of the LINK involved and up to date with progress. Possibility of having a regular newsletter 	<p>ACTION Refer to Communications and Community Engagement group the possibility of producing a regular newsletter.</p>
<p>12. Any Other Business</p> <ul style="list-style-type: none"> • The LINK leaflet needs reprinting. The Communications and Community Engagement group are considering some changes so it was agreed a further 250 could be printed whilst the changes are made. • User Groups – the Interim SB needs to be more involved in User Groups –to improve the representation • Wishing Well Event in Tewkesbury. Dave Peachey and Bren manned the LINK stand, the first time the LINK banner had been used in public. • Barbara Stevens raised the possibility of having an agreed set of questions about health and social care issues that could be asked at these events 	<p>ACTION refer to Communications and Community Engagement group</p>
<p>13. Date of next meeting Wednesday 3rd December GRCC 6.00 pm to 8.00pm The Meeting closed at 12.30pm</p>	