

Gloucestershire LINK

Meeting of the Interim Stewardship Board

Wheldon Room, GRCC

Monday 20th October 2008

10.00am – 12.00noon

Present:

Barbara Marshall Chair
Bren McInerney Vice Chair
Christine Donald
Robin Agascar
Richard Townsend
Peter Mannion
Val Dyer
Don Espie
Barbara Stevens

Apologies:

Maureen Dore
Judi Brown
Alan Waller

In attendance:

Barbara Piranty
Meena Patel

1. Welcome and apologies:

Barbara Marshall welcomed everyone to the meeting, and congratulated Bren McInerney for being elected vice chair. Apologies as above.

2. Notes of meeting on 8th October 2008:

The notes were factually corrected other than two items which need to be deleted. Page 2, delete the policies at the bottom of the page. Page 5, delete the two-sentence action.

the word Policies at bottom of p2 and page 5 – under the section action – two sentences to be deleted

3. Matters arising

- Photographs of ISB on web site are not good quality. Pamela reported that she had arranged for improved photos to be taken, which will then be uploaded onto the web.
- There was a request that acronyms are not used
- Meena is arranging a meeting with Kevin Lee, possibly on 3rd November.
- Costs update – the County Council have agreed that the remainder of the £10,000 set up money can be used for the Media Launch on the 21st.
- Barbara Piranty distributed copies of the “Community and Healthy Wellbeing” Document advising that the “public version” will be more representative and that the photographs will be changed
- Bren agreed to continue with Community Engagement –
- Expenses form. The new form can be printed off and returned as a hard copy so that car parking tickets can be attached.
- The Host has identified that other LINK groups have put all of their notes and minutes onto their websites. Following a short discussion, it was agreed that once the first ISB minutes are downloaded onto the Gloucestershire LINK website, the Transition notes will be removed.
- After discussion, she asked for clarification to help them identify the groups they belong to that might result in a “Conflict of Interest” -

3a. Timings of meetings

Barbara Marshall said it had been suggested that ISB meetings are on the 1st Wednesday of each month, with the time of the meetings alternating between morning and evenings. 5 members present will not be able to attend evening meetings. Holding meetings in the daytime only precludes any member that works in the day. In order to demonstrate inclusivity, we need to hold evening meetings. It was agreed that the meetings in November, January and March will be in the daytime and December and February will be in the evening. However, on either of those two meetings, the people that prefer evenings advise they cannot attend, the meetings will be transferred to daytime.

4. Chairs Report

BM proposes that she gives her chairs report to Pamela who will circulate it to members. All Agreed

5. Report from Planning Group

Bren McInerney reported that the Planning group has been formed using some members of the original Communications group and some members of the Interim Stewardship Board. The group has planned the Programme for

the Media Launch on the 21st, which has already been distributed to the ISB members. They looked at who to invite, deciding that this particular event was specifically for key stakeholders. They also decided that the ISB members present at the event on the 21st would have different identification badges to everyone else to make them easily identifiable.

The group has been set up to be the launching group of the new Community Engagement Group. There was a discussion about the size of the group and everyone agreed that although it should be a small working group, everyone should have an interest in it and take part in the activities.

**- question re Alan Waller being part of CE Group – idea was the this was a small group interested in CE, and not to become a massive group
- =**

ChrisD – we have agreed that Bren would chair the group – but did not know who were on the planning group – should we be putting two ISB members into this group, when we need them for other sources. Not happy about having a large group#

BS if someone has a real interest then Bren should discuss it with Alan, and make a decision

Val - = because it is such a big area on which we generally work throughout the County, we should have two ISB members on it – Alan has a lot of involvement across the Cotswolds –

Bren – Alan is not the only ISB member on the board but it is recognised that Alan is enthusiastic about CE – Considers

Members thought that Alan should be included in the CE group – Community Engagement and Involvement Group – everyone should have an interest in this group – and have an opportunity to take part in some of the activities

6. Media Launches

The District Media Launches have been set in place through November and into the first week of December, running from 12.00noon to 2.00pm. Designed to replicate the Media Launch of the 21st. Following a long discussion about whether there should be a district launch in Gloucester, whether the launches would be different, how we would get people to attend if there were no “key” speakers, whether the local newspapers would attend, whether we would be dealing with members of the public, whether the cost justified the means, whether we would reach enough people, or whether we should just do a Press Release and follow that with Community Engagement visits when we have proposals of a future work programme.

Bren McInerney said he could hear two options coming through the discussion. One option is publishing a Press Release, following through with

meeting with the press in a small room in their district. The other is to look at it as a “Community Engagement involvement and Media launch” . If so, then the dates currently set in place are too soon.

Proposal that a Press Release is published as detailed above, and the issue of engagement to be referred back to the Community Engagement group for discussion, and that the proposed launches do not take place.

Proposed by Richard Townsend and seconded by Christine Donald

Amendment to Proposal. That we go with the timescale, just having a small meeting with the local press and follow it up with Community Engagement at a future date.

Proposed by Don Espie and seconded by Robin Agascar

There was a further discussion about considering the credibility of our organisation, that press releases have gone out to advise of district media launches, although no dates were suggested, and that the ISB should see the press releases that have gone out.

Vote on the amendment as detailed above.

4 in favour, 3 against and 1 abstention.

The amendment was carried

ACTION: Pamela to cancel the District launches.

It was agreed that only one or 2 ISB members would need to be at the district media launches to ensure the same information is given at each one and that, because they would not take long, they could probably all take place in one day.

7. Governance

Barbara Marshall began by saying that a pack of papers referring to Governance had been given to ISB members prior to the meeting. She said that Governance is about having systems that make sure LINKs are effective and accountable and that she would be referring to LINKs Governance in her introduction at the Media Launch on the 21st October.

She then asked whether the title “Standing Orders” should be changed to “Terms of Reference”. Don Espie advised that “Terms of Reference” are different to “Standing Orders”. Chris Donald said her understanding of “Standing Orders” is that they cannot be changed once they are in place. As the current Stewardship Board is Interim, there are going to be changes that will develop. Barbara Piranty said that other LINKs are calling them “Operating Procedures” and advised that there cannot be a full Board in place until there are Governing Arrangements in place. Barbara Stevens suggested they are called “Terms of Reference”. Robin Agascar said that we are talking about an operating protocol, how we operate, what we have to do and how we do it. Don agreed stating that without Standing Orders, the group will

regenerate. Following the discussion, every agreed it would be called “Operating Protocol” rather than “Standing Orders”.

Barbara Marshall referred to the Remit and Working Protocol that the CHC had, referring to how the working group would relate to the Trust and the working procedures. Don advised that the County Council examine the working protocol to ensure it reaches their definition. Although some members disagreed with Don, Barbara Marshall said that the literature indicated he was right and that the County Council will be looking at performance management. Barbara Piranty said that the County Council had not discussed governance with them. They have just been concerned about performance indicators

Following a discussion, it was proposed that a small working group is formed to look at Governance arrangements, to discuss with the County Council their views on Governance arrangements, then present a paper to the ISB.

Proposed by Barbara Stevens and seconded by Christine Donald.

Voting 7 in favour and 1 abstention

The group will be Barbara Marshall, Robin Agascar, Christine Donald, Barbara Stevens and Val Dyer.

The first meeting will be on Friday 31st October 10.00 – 12.00 noon – in GRCC Wheldon Room

The members then looked the following four policies after noting that the sentence “this policy forms part of a temporary document” on the first page is deleted.

Code of Conduct Policy

Chris Donald felt that this is at a basic level and required the greater detail picking out

Complaints Policy

There is nothing in this policy about dealing with complaints concerning the Chairperson. Barbara Piranty has had discussions with the County Council who would be happy to deal with this situation should it arise. It will be written into the policy. Barbara Marshall met with the Chief Executive of the National Centre of Involvement recently who would be happy to help if there were any problems. Richard Townsend said that if the complaint went to Stage 3, ie appeal, then the Chair cannot sit in on the board. Chris Donald suggested that a Chair could be imported from another LINK if required. Following a discussion, it was clear there is more work to do on this policy.

Data Protection Policy

Following a discussion, it was agreed to look at this policy some more as it might be that some things could come up that need to be included.

Expenses Policy

Barbara Piranty said that the County Council are currently looking into the potential minefield of expenses in relation to Social Care and the claiming of benefits, including carers allowance, job seekers allowance etc. Barbara Marshall said that the latest information from Department of Health on expenses, 'Volunteering and Expenses for Volunteers', mentions that reimbursement could be classed as earnings for people on benefits. This may be an ongoing document and may need to be regularly update

Richard Townsend asked about where we draw the parameters of who we are paying expenses to, we need to be clear about where we draw the line. Barbara Marshall referred to the "egg" model saying it will be the active participants that would be paid expenses as they will be on a task group. Chris Donald considered there needs to be a directive from the Chair "incidental expenses as agreed by the Host". However, this was put in for Transition only and needs to be removed.

Don Espie suggested there is a dichotomy – when we invite volunteers to take part in work – it is normal practice to pay their expenses. This needs to be written into the document. It will also apply to other Codes and Policies and needs to be regularly looked at and updated.

Barbara Marshall asked if the Host had checked if ISB members had the correct motor insurance enabling them to carry passengers to events. The insurance provisions involving volunteers is different than for insurance involving workers. Some insurance companies will charge for business insurance, and some will not.

Action: Meena to check that drivers have the correct insurance cover when passenger expenses are claimed

There was then a discussion on what might be termed Incidental Expenses. These could include printer paper and printer ink cartridge. There were suggestions that the Host sent out everything hard copy, or hold the hard copies for collection by the members. Travel costs and postage costs would be too high.

Proposal that the ISB can claim a set fee each month for incidental costs (not including travel and parking)

Proposed by Bren McInerney and seconded by Peter Mannion

8 in favour and 2 abstentions

Proviso that the Host can be asked to print off and post hard copies if required.

Proposed monthly payment of £3

0 in favour.

Amendment that proposed monthly payment of £5

8 in favour and 1 abstention

8. Membership of LINKs/Active Participants

This item was held over for the next meeting.

9. Any Other Business

- Don Espie referred to the yellow Gloucestershire LINK logo currently in use. He was advised it was just temporary, matching the banner and leaflets, until a permanent one has been chosen. Don advised that he had given a logo suggestion to Barbara Piranty, using an outline of the County with Gloucestershire LINK in the centre.

ACTION – host to look at Don’s suggestion to see if it is feasible.

- Chris Donald asked for clarification of the Press Release procedure. She said she assumed that Barbara Marshall had seen the most recent release before it was published and that she considers that this is the correct procedure to follow. In this instance, the Press Release had been written and published by Barbara Piranty.

ACTION: Host to give all Press Releases to Chair before publication.

- CRB checks. All ISB members to leave section B blank as GRCC need to complete it. Once completed, the form needs to be brought into the office, to Pamela Dewick, together with the required forms of identification. Copies will be taken, retained in the office, with the originals returned to you immediately.
- Alan Waller had asked the chair to advise ISB members of the National Association of LINKs Members (NALM). This is an organisation that grew out of the old PPI forums, chaired by Malcolm Alexander. This group is not representative and not part of the formal structure of Local Involvement Networks nationwide.
- Don Espie asked if the LINKs Guides and Bulletins published by the NHS National Centre for Involvement will be given to members of the ISB? Guides 14 and 15 are worth looking at. The Host holds copies in a library in the GRCC office.
- Don Espie asked if ISB members should check on NCI website, sharing any information they find that is useful and can be copied.

Following a discussion, it was agreed that, because the ISB member only needs critical information and documents and do not want to be deluged with lots of information there would be a list of information and document available in the GRCC office that they could ask for it if it was of interest or relevance. Barbara Piranty advised that it is the responsibility of the Host to point out relevant information to the Chair, and whether it is held or released to ISB members. Barbara Stevens suggested the Chair and Vice Chair can decide what information the ISB members need to receive.

- The road works on the A40 into Gloucester from the Forest of Dean are making it very difficult for members to attend a 10.00am start for meetings. It was therefore agreed that future daytime ISB meetings would commence at 10.30am.

10. Date of next meeting

Wednesday 5th November at GRCC starting at 10.30am

Meeting closed at 12.30