



**Gloucestershire Local Involvement Network (LINK)**

**Notes of the Meeting of the Interim Stewardship Board**

**Gloucestershire Rural Community Council**

**Wednesday 25<sup>th</sup> March 2009**

**10.00am to 12.00noon**

**Present:**

Barbara Marshall (Chair)  
 Bren McInerney (Vice Chair)  
 Maureen Dore  
 Alan Waller  
 Val Dyer  
 Robin Agascar  
 Barbara Piranty  
 Pamela Dewick

**Apologies:**

Peter Mannion  
 Christine Donald  
 Judi Brown  
 Barbara Stevens

<p><b>1.</b></p>	<p><b>Welcome and apologies:</b>          Barbara Marshall, Chair, welcomed everyone to the meeting          Barbara Piranty announced the results of the election for the new Stewardship Board.</p>	<p><b>ACTION: Host to put on website</b></p>
<p><b>2.</b></p>	<p><b>Notes of meeting held on 4<sup>th</sup> March 2009</b>  <b>Patient Environmental Action Team (PEAT) Visits:</b>          BarbaraM will be contacting Anne Hannaford once the PEAT visits are completed at the end of this week.  <b>Identification badges:</b> the Host has been looking at outsourcing badges. The board agreed that this was the best way forward.  <b>Registration (Membership forms):</b> Bren McInerney reported that the Communications and Community Engagement (CCE) group had looked at the existing procedure for the Registration Form. There was an agreement that the existing process and procedure should not be changed.</p>	<p><b>ACTION:</b>  <b>BarbaraM to contact Anne Hannaford</b>   <b>ACTION: Host to arrange</b></p>

	<p><b>The Survivorship Group:</b> MaureenD advised that the Village Agents will be more than distributors, they will be a strong link between the group and the community</p>	
<p><b>3</b></p>	<p><b>Chairs Report:</b> BarbaraM presented her report.</p> <ul style="list-style-type: none"> <li>• <b>HOSC:</b> Barbara's HOSC report had prompted more questions from HOSC than any previous report. They were particularly interested in the information gathered by the LINK at the CCE events. Regarding Wingmoor Farm, Councillor Ceri Jones had made a passionate speech at the HOSC meeting, and, together with Barbara Farmer, provided a lot of information to the meeting.</li> <li>• <b>Cross Boundary Issues:</b> Barbara had recently attended a CSIP meeting for the South West, to look specifically at Cross Boundary Issues. Specialised Commissioning relates to all sixteen LINKs in the South West, GWAS relates to seven LINKs, and SW Ambulance relates to nine LINKs. There are cross boundary issues with Wales, and with Cancer Services. Maureen Dore raised a concern that only two places had been allocated for the meeting, for the Chair and the Host. It was agreed there should be a more local discussion on Cross Boundary issues.</li> </ul> <p>The Meeting wished to minute their thanks to Barbara for the amount of work she has contributed to the LINK in the last six months.</p>	
<p><b>4</b></p>	<p><b>Host Report:</b> <b>Finance:</b> Barbara Marshall introduced this agenda item focusing on the following areas:</p> <ul style="list-style-type: none"> <li>• The LINK budget is split into three parts</li> <li>• The Department of Health email explanation of carry over relating to underspend in the LINK Exchange newsletter</li> <li>• Barbara Piranty's meetings with Clare Davis (GCC)</li> </ul>	

regarding the finances

- The meeting on the 24<sup>th</sup> with Alan Waller, Barbara Piranty and Chris Aston which was a full discussion around the LINK budget including both host and LINK costs. Following this discussion Barbara M and Alan W said they were happy with the figures the host was to present to the board and that there had been some variation in the budget headings.
- GRCC's independent audit of all the figures in May, prior to their presentation in the annual report in June.
- In future there was a suggestion that the board looks at the total budget on a regular basis.

Barbara M then handed over to Barbara P to present the figures

Barbara P explained that she had had a meeting with Clare Davis the previous day to take her through the up to date figures. Clare had indicated that she was very happy with the way these had been presented and reported to the County Council and although she was confident that there would not be a problem with carry over, she needed a final decision to be made, although it was recognised that to have such a small figure as an overspend was a great achievement considering this was a new project in its first year.

Barbara P then presented the figures:

- The first column shows the original bid figures, with recognition that they were probably not representative of what was required at the time.
- The second column shows the revised bid as worked through by GRCC in October, when changes needed to be made.
- The third column shows the spend forecast up until March 2009, although this figure may well change slightly once all invoices are in and accounted for.
- The fourth column is the difference between the revised budget and forecast figure. This column also

	<p>shows the total budget underspend, amounting to £31,717.</p> <p>When revising the budget in October 2008, the host had omitted to involve any members of the LINK in this discussion. Barbara P apologised for this oversight explaining that when taking on new projects, GRCC is usually in a position to do any budget alterations without the need for consultation. In hindsight, this may have been the cause of recent confusions and misunderstandings and agreed that in future, it would be beneficial to show both the host and LINK costs together when delivering the financial report to the board.</p> <p>A general discussion took place and Barbara Marshall read out an email received from Judi Brown, expressing her considerable concerns. This email was received before LINK members had had any discussions with the host. Barbara M mentioned that she had also spoken to Don Espie, member of the RAWP.</p> <p>There was a consensus view of the board that the accounts were satisfactory. It was agreed that the LINK Stewardship Board should see the full budget and expenditure (host and LINK costs) at each meeting and that it had been a learning experience for all.</p> <p><b>Mapping</b></p> <p>The format of the database has now been completed.</p> <ul style="list-style-type: none"> <li>• It is very comprehensive with details of organisations and groups with an interest in health and social care in Gloucestershire</li> <li>• It enables the LINK to identify members with specific interests</li> <li>• Using this database, the host will be contacting groups/organisations to give them information about the LINK.</li> <li>• Suggestion was made that we should be able to have continued assistance with the database on a consultancy basis.</li> </ul>	<p><b>ACTION: Host to investigate the possibility of consultancy.</b></p>
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	<p><b>LINK Development Worker</b> Six candidates had been interviewed on 20<sup>th</sup> March and two had been asked back for second interview.</p> <p><b>Equality Impact Assessment (EIA) Worker</b> Anis Ghanti and Ahmed Bahm are both considering the post on a consultancy basis following discussions with BarbaraP. Kevin Lee at Gloucestershire County Council has offered to run a session on the EIA of the policies with board members.</p>	
5	<p><b>Governance:</b> The Governance Framework, the Complaints Policy, the Code of Conduct Policy, the Expenses Policy and the Role of the Host document was presented to the meeting. Members were asked to consider the documents and bring them to the first LINK Stewardship Board meeting. The Complaints policy will need some further work around the recipient of a complaint.</p>	<p><b>ACTION: Host to post copies to the two new Stewardship Board members</b></p>
6	<p><b>Annual Health Check (AHC) Third Party Commentaries:</b> The Care Quality Commission have indicated that the Annual Health Check will be repeated in six months time and then it will be ceased and replaced by a different method of assessment.</p> <p><b>a. Gloucestershire Hospitals NHS Foundation Trust (GHNHSFT):</b></p> <ul style="list-style-type: none"> <li>• The main points in the commentary were discussed</li> <li>• It is more critical in some areas than the previous PPIF commentaries</li> <li>• Some sections will be rewritten to reflect the Interim Stewardship Board discussions</li> <li>• It needs to be sent a 26<sup>th</sup> through to GHNHSFT in time for their Board meeting on 27<sup>th</sup> March.</li> </ul> <p><b>b. NHS Gloucestershire (PCT):</b></p> <ul style="list-style-type: none"> <li>• Some amendments to the commentary need to be made.</li> <li>• It does not identify between the Commissioning</li> </ul>	<p><b>ACTION: The ISB agreed the commentary should be signed off by the Chair</b></p> <p><b>ACTION: Pamela to forward any comments to BarbaraS and AlanW</b></p>

	<p>and Providing part of the Trust as it was considered the commentary was for the period prior to the change.</p> <ul style="list-style-type: none"> <li>• The commentary does not have to be with the PCT Board until the middle of April.</li> <li>• The members were asked to give their comments to Pamela</li> </ul> <p><b>c. 2gether NHS Foundation Trust:</b></p> <ul style="list-style-type: none"> <li>• There will be further work on the document as it is still in a draft format.</li> <li>• The members present were asked to give comments to Pamela.</li> <li>• Bren acknowledged the huge contribution that Nadia Novali had made to the commentary.</li> </ul>	<p><b>ACTION: Pamela to forward any comments to Bren</b></p>
7	<p><b>Communications and Community Engagement Working Group Update:</b> Bren presented his report to the meeting.</p> <p><b>Newsletter:</b> It was agreed that an established designer should be used to produce the newsletter, and that this did not require further ratification by the LINK Stewardship Board.</p> <p><b>Sub Groups:</b> It was agreed that the continuance of all sub groups will be discussed at the first LINK Stewardship Board meeting.</p> <p>Bren closed his report by thanking the people who had worked hard over a relatively short period of time to enable things like the website, leaflet, events etc to be completed</p>	<p><b>ACTION: Host to arrange</b></p>
8	<p><b>Draft Work Plan:</b> It is anticipated that the draft work plan document will be available for first Link Stewardship Board meeting. Cornwall LINK is doing some work on NHS dentistry in their area and are interested to work with other LINKs in the South West with a similar interest.</p>	
9	<p><b>Any Other Business:</b> Frampton on Severn Country Fayre: Maureen has the opportunity for a free stand for LINK at this event. The tent will be paid for by the Trust.</p>	

<b>10</b>	<b>Date of next meeting;</b> The first meeting of the new LINK Stewardship Board will be on Wednesday April 8 <sup>th</sup> 2009 from 10.00am to 12.00noon, to include lunch	
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