

**Gloucestershire Local Involvement Network (LINK)**

**Notes of the Meeting of the LINK Stewardship Board**

**Gloucestershire Rural Community Council**

**Wednesday 8<sup>th</sup> April 2009**

**10.00am to 12.00noon**

**Present:**

Barbara Marshall (Chair)  
Bren McInerney  
Alan Waller  
Val Dyer  
Nadia Novali  
Christine Donald  
Judi Brown  
Barbara Stevens  
Barbara Piranty (GRCC)  
Pamela Dewick (GRCC)

**Apologies:**

Peter Mannion  
Maureen Dore  
Dave Peachey  
Robin Agascar

1.	<p><b>Welcome and apologies and introductions:</b> Barbara Marshall, New Chair, welcomed everyone to the meeting. She especially welcomed Nadia Novali to her first meeting. Apologies were received from Peter Mannion, Maureen Dore, Dave Peachey and Robin Agascar</p>	
2.	<p><b>Announce New Chair</b> Voting Process for Vice Chair</p>	<b>Pamela to arrange</b>
3.	<p><b>Notes of Interim Stewardship Board Meeting held on 25<sup>th</sup> March 2009</b> It was agreed that the notes were an accurate record of the meeting.</p>	
4.	<p><b>Matters Arising</b> <b>Third Party Commentaries to Annual Health Check:</b> Gloucestershire is the only LINK that produced a Third Party Commentary for the Great Western Ambulance Trust (GWAS). All four commentaries have been completed and it was agreed that the Chair could sign off the remaining three</p>	

commentaries (2gether Trust, GWAS Trust and NHS Gloucestershire (PCT). The commentary for the Gloucestershire Hospitals NHS Financial Trust (GHNHSFT) has already been signed off and presented to their Board. There will be a further Annual Health Check (AHC) in six months time. The format will then change as the Care Quality Commission (CQC) plan to operate a star rating system. Concern was expressed about how the LINK observations will be fed into the ratings and that although the information will go to the CQC, it may not be transferred to the statutory agencies. There was also a concern that the data provided will be raw data. The CQC are keen to develop a relationship with LINK, and will be appointing a local Area Manager. It was suggested that the manager, once in place could be invited to talk to the Gloucestershire LINK.

**Finance Report:** BarbaraM and BarbaraP have had a discussion with Fiona Jones (Gloucestershire County Council), who advised that, from her conversations with Di Bardsley at CSIP, the £10,000 transition allocation to Local Authorities will not need to be included in the annual report.

**LINK Newsletter:** The Destination Marketing Group has drafted a newsletter front page, and words have been put together ready for the LINK to look at.

**5. Governance Documentation**

**Governance Framework:** There are two appendices attached to the document. It is a working document and will be regularly reviewed. It was agreed that the document can be accepted by the LINK Stewardship Board (LSB) and will be put onto the Gloucestershire LINK website.

**Membership Code of Conduct:** It was agreed that the document can be accepted and will be put onto the Gloucestershire LINK website

**Expenses Policy:** It was agreed that the document can be accepted and will be put onto the Gloucestershire LINK website.

**Complaints Policy:** not yet completed. Fiona Jones has suggested the LINK considers signposting the policy towards advocacy services. It was also considered that the policy should include how complaints are kept informed of the

	<p>progress of their complaint.</p>	
<p>6.</p>	<p><b>Subgroups</b></p> <p><b>a) Governance:</b> It was agreed that a Governance group was still required. The new group would need to revise the Terms of Reference and bring them back to the LSB for ratification.</p> <p><b>b) Finance:</b> It was agreed that a Finance group was still required to work with the Host on the LINK portion of the budget. Any suggestions by this group would need agreement by the LINK Stewardship Board</p> <p><b>c) Communications (including Publicity and Media)</b> <b>d) Community Engagement</b></p> <p>The Interim Stewardship Board had one group dealing with both these subjects. It was agreed that these are separate activities although there are clear overlaps. It was agreed that membership of these groups should not be restricted to LSB members. Clear Terms of Reference would need to be agreed by the LSB.</p>	<p><b>ACTION: Pamela to write to LSB members to see who would be interested in these groups</b></p> <p><b>ACTION: Pamela to invite the LSB and the previous CCE group to a one-off meeting chaired by BarbaraM, Chair, to discuss whether the group should remain as one or become two.</b></p>
<p>7.</p>	<p><b>Workplan</b></p> <p><b>Development of task groups:</b> Details of the feedback from the Community Engagement events were distributed. In spite of the fact that this is raw data, there are several clear concerns in all districts, such as the Care Pathway on discharge from hospital, availability of NHS dentistry and availability of transport to services in rural areas BarbaraM suggested the LINK should hold an event for all active members to update them on the work being done and to look at the development of task groups on specific areas as part of the work plan.</p> <p><b>LINK Log:</b> A grid showing the present Workplan was distributed. It was agreed that contacts about all meetings on this grid should initially be directed through the host. A number of the NHS Gloucestershire groups had not yet started. BarbaraS asked that Wingmoor Farm project be added to the list.</p>	<p><b>ACTION: Members to forward comments about the log to Pamela</b></p>

<p><b>8.</b></p>	<p><b>Host Report</b></p> <p><b>a) Host Staff Recruitment</b> Christine Welsh has been recruited as LINK Development Worker starting on 20<sup>th</sup> April. Her role will be mainly around Community Engagement. Louise West, the temporary assistant on a three month contract, will be leaving on 1<sup>st</sup> May. BarbaraP considers the project needs a further Administration Assistant.</p> <p><b>b) Equality and Impact Assessment Update</b> Zeheera Nanabawa is considering taking on the project and is meeting with Judi Brown, Robin Agascar and BarbaraP to discuss it further</p> <p><b>c) Database Update</b> The database is built and working well.</p>	
<p><b>9.</b></p>	<p><b>Members update</b></p> <p><b>Report Back Form:</b> BarbaraM and BarbaraP have designed a template to be used by members when attending meetings as LINK representatives.</p> <p><b>Wingmoor Farm:</b> BarbaraS presented papers and gave an explanation to the group</p> <p><b>Gender Dysphoria Policy:</b> Judi recently met with Steve Hams and anticipates meeting him again.</p>	
<p><b>10.</b></p>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• There is an Age Equality and Diversity event at Taunton Conference Centre on 18<sup>th</sup> May.</li> <li>• A letter written by Albert Weager was recently circulated by email. The Great Western Ambulance Service has recently undergone many changes and a new Chief Executive has just taken up post. There is a meeting for Hosts and LINK reps on 22<sup>nd</sup> April to start discussing a GWAS LINK Joint Working Group (JWG). There are seven LINKs in the GWAS area and it is clear that a joint working group is needed because of cross boundary issues. The LSB applauds Albert's</li> </ul>	<p><b>ACTION: Host to email LSB members to see if they would like to attend</b></p>

	<p>enthusiasm but has concerns about their proposed Terms of Reference and recognises there is a need to formalise the process. BarbaraM said she has had meetings with Albert and is in regular contact with him. Further discussions need to take place</p>	
<p><b>11.</b></p>	<p><b>Date of Next Meeting of LINK Stewardship Board</b></p> <p>Following a discussion it was agreed that LSB meetings are monthly and in the first Week of the month. Judi proposed that the time of the meetings alternate between daytime and evening so that Board members who have full time jobs can attend the meetings. Following a discussion it was agreed an email would be sent to Board members to identify their availability for meetings, whether daytime or evening.</p> <p>It was agreed that the next meeting will be on Wednesday 6<sup>th</sup> May 10.00am to 12.00noon</p>	<p><b>ACTION: Host to email LSB to ask for their availability</b></p>