

## Gloucestershire LINK

### LINK Stewardship Board (LSB) Meeting Gloucestershire Rural Community Council, Cripps Room Wednesday 1<sup>st</sup> July 2009, 6.00pm to 8.00pm

**Present:**

Barbara Marshall (Chair)

Judi Brown

Dave Peachey

Barbara Piranty (GRCC)

Maureen Dore

Robin Agascar

Nadia Novali

Pamela Dewick (GRCC)

Bren McInerney

Chris Donald

		<b>ACTION:</b>
<b>1.</b>	<p><b>Welcome and Apologies:</b> BarbaraM welcomed everyone to the meeting. Apologies were received from Alan Waller, Val Dyer and Peter Mannion.</p>	
<b>2.</b>	<p><b>Clare Davis – Gloucestershire County Council Performance Management Proposals 2009/2010:</b></p> <p>Clare explained that the process was in four stages</p> <ol style="list-style-type: none"> <li>1. Formal Framework</li> <li>2. Feedback from the Board about the performance of the Host</li> <li>3. Stakeholder feedback</li> <li>4. Views from the public</li> </ol> <p>Stage 1 had been completed, based on the Host contract. Clare said she was looking to develop Stage 2 using as simple a process as possible with targets in place to show the progress of the LINK and identify any gaps.</p> <p>A long discussion took place when the following points were raised:</p> <ul style="list-style-type: none"> <li>• The external evaluation report should be included</li> <li>• A questionnaire should be devised for the LINK membership. This could be on-line as well as hard copy</li> </ul>	

	<ul style="list-style-type: none"> <li>• Views on the efficiency of the support mechanisms that the Host has in place in the production of reports etc</li> <li>• Information about stakeholder changes, national policies and relevant articles should be updated regularly</li> <li>• The process should be as simple as possible to get views from the LINK otherwise people will disengage</li> </ul> <p>It was agreed that Clare will make amendments and put together a new framework, which she will send to BarbaraM, to present to the LSB.</p>	<p><b>Clare Davis to prepare new framework</b></p>
<p><b>3.</b></p>	<p><b>Notes of the LINK Stewardship Board Meeting held on 3<sup>rd</sup> June 2009:</b> It was agreed that the notes were accurate.</p>	
<p><b>4.</b></p>	<p><b>Matters arising not on agenda:</b> None</p>	
<p><b>5.</b></p>	<p><b>Vice Chair Replacement Process:</b> Following the resignation of Barbara Stevens, self nomination forms are being distributed to all board members with a closing date of Thursday 9<sup>th</sup> July 2009</p> <p>Following the resignation of a board member, a replacement member can be co-opted onto the board (in accordance with the Governance Framework). It was agreed that Albert Weager will be approached to fill the vacancy.</p> <p>It was also agreed that the Governance Group would review the Governance Framework and look at the question of co-option of additional members</p> <p>Following Barbara Stevens resignation, there are gaps in LINK representation on three projects with NHS Gloucestershire. It was agreed that Christine Donald would be the LINK representative for the Wingmoor Farm Liaison Group and the Tewkesbury Health and Social Care project.</p> <p>Judi Brown expressed an interest in dentistry and the amount of time involved in this project will be investigated</p>	<p><b>BarbaraM to approach Albert Weager.</b></p> <p><b>To take to Governance meeting</b></p> <p><b>PD to contact Caroline Smith for information and update about the projects</b></p>

<p><b>6.</b></p>	<p><b>Annual General Meeting Report Back:</b></p> <ul style="list-style-type: none"> <li>• Members believed that, as a whole, the evening went well and were pleased with the number of people that attended</li> <li>• The Annual Report has been sent to the Department of Health as well as key stakeholders and providers.</li> <li>• It was agreed that copies would be sent to the six MP's in Gloucestershire and the Health and Community Wellbeing Partnerships.</li> </ul> <p>It was agreed that consideration should be given to the possibility of stands from a variety of agencies, including GUIDe/PALS at the AGM next year</p>	<p><b>PD to send copies .</b></p>
<p><b>7.</b></p>	<p><b>Evaluation Trust Report:</b></p> <p>The Interim Report was tabled prior to the meeting. BarbaraP reminded the LSB members that an external evaluation of the host was part of the tender process. It was agreed that there are some issues in the report that the Board needs to consider and that half an hour would be allocated at the next LSB meeting to look at it.</p>	<p><b>To include on the August meeting Agenda</b></p>
<p><b>8.</b></p>	<p><b>Chairs Report:</b></p> <p>BarbaraM presented her report to the meeting.</p> <ul style="list-style-type: none"> <li>• Attended the first meeting of the Joint Needs Strategic Assessment (JNSA) board. A booklet is available explaining JSNA</li> <li>• The Great Western Ambulance Service (GWAS) Joint Working Group (JWG) met recently in Yate. Two LINKs still have to consider the questions about the Terms of Reference and LINK Representation</li> <li>• Recently met with Elizabeth Power Gloucestershire County Council (HCC) to develop a protocol for working with the Health and Overview Scrutiny Committee (HOSC), and to look at how the LINK will refer social care issues to GCC. The Protocols will be shared with the LSB</li> <li>• The Overview Scrutiny Management Committee have invited the LINK Chair to attend their meetings on a six monthly basis to report on social care issues</li> <li>• Recently attended a LINK South West Regional meeting for Hosts and Chairs, where the Chairs met separately for the first time. Discussion about the Health Bill 2009, which will include quality accounts for providers and personalised</li> </ul>	<p><b>Booklets to be distributed to Board members</b></p>

	budgets for both health care and social care	
9.	<p><b>Host Report</b></p> <p><b>Finance:</b> BarbaraP presented the Financial Summary dated from 1<sup>st</sup> April to 31<sup>st</sup> May 2009, and said that the project allocation for 2009/10 is still not known. Once the allocation is known, the report will be presented in a different format.</p> <p>The Finance Group had met and looked at the proposed budget for 2009/10. BarbaraP and BarbaraM had met with Clare Davis to discuss the proposed budget with her.</p> <p><b>Equality Impact Assessment Update:</b> Zaheera met with RobinA, JudiB and BarbaraP to discuss the assessment. Her written report had only been received just before the meeting so it was agreed that it would be presented at the next LSB meeting BarbaraP referred to an email she had received from Zaheera, in which she asked several questions. These questions were to be discussed by the LSB members. Zaheera also asked if all documentation could go onto the website, with letters sent to all members asking them to look at the documents and make their comments. Following a discussion it was agreed that RobinA and JudiB would look at her report before it was shown to the LSB</p> <p><b>Members Registration Reports:</b></p> <ul style="list-style-type: none"> <li>• A graph was presented showing the comparisons of LINK membership against county statistics relating to the strands of diversity. Following a discussion, it was agreed that the sexual orientation section is deleted because the information provided is not accurate as there is no comparable current data</li> <li>• Another graph illustrated the statistics relating to the interests of the current membership of 195.</li> </ul>	<p><b>PD to discuss with web site builders</b></p>
10.	<p><b>CCE Group report:</b></p> <ul style="list-style-type: none"> <li>• BarbaraM presented her report to the meeting. She announced that the date of the planned members event is September 23<sup>rd</sup>.</li> <li>• The CCE group had agreed that the issues that came out of events etc, should be collated and brought to LSB with copies to CCE group. It was felt that this process should</li> </ul>	

	<p>be discussed again at the CCE group</p> <ul style="list-style-type: none"> <li>• An Events Diary in a table form has been produced to show any proposed talks/activity with the name of the member(s) who are attending them</li> <li>• It was agreed that the LSB found it a useful document and would like to continue receiving it</li> <li>• It was agreed that all requests for the LINK/host to attend events/meetings will be taken to the CCE group before a decision to attend is made</li> </ul>	
<b>11.</b>	<p><b>Governance Group Update:</b></p> <ul style="list-style-type: none"> <li>• Nadia has put together an easy read document for the Complaints policy</li> <li>• The Governance group Terms of Reference have been updated and were presented to the meeting. Following a discussion and with a small amendment, they were agreed by the Board</li> <li>• The group were now looking at the “Enter and View” policy. Training for Enter and View has been planned for 15<sup>th</sup> September, with Jessie Cunnet from Patient and Public Solutions</li> </ul>	<p><b>PD to amend TOR And put onto website</b></p>
<b>12.</b>	<p><b>Task Groups:</b></p> <ul style="list-style-type: none"> <li>• The Planning Group for the members meeting on 23<sup>rd</sup> September is being formed</li> <li>• Background information on the four proposed taskgroups is being collected</li> </ul>	<p><b>PD to arrange meeting</b></p>
<b>13.</b>	<p><b>Members Update:</b></p> <ul style="list-style-type: none"> <li>• Members were reminded that when they attend a meeting as a LINK representative, a report form should be returned even if the meeting is cancelled. This enables the Host to keep a correct record of LINK involvement for discussion at the Partners meeting</li> <li>• Only one report was available for this meeting. This report was about planning for the GUIDe/PALS information bus. It is proposed that the bus might have another use on the days it is not being used for GUIDe/PALS. It will not be used for clinical treatments</li> </ul>	<p><b>All LINK members to note</b></p>

14.	<b>Training programme:</b> <ul style="list-style-type: none"> <li>• A list of proposed training events was presented to the meeting. Some dates still have to be fixed</li> </ul>	<b>List to be distributed</b>
15.	<b>Any Other Business:</b> <b>Maureen:</b> recently attended a Polo match in aid of the mobile chemotherapy unit. £21000 was raised on the day <b>Judi:</b> recently attended a meeting with NHS Gloucestershire, to take forward Gender Dysphoria policy <b>Chris:</b> asked if members could have a list of training events <b>Nadia:</b> the office of disabilities has launched a consultation to ask people how to make choice and control a reality in their lives. Following a discussion it was agreed that the CCE group would consider whether they would want to be further involved.	<b>Take to the CCE group</b>
16.	<b>Date of next meeting:</b> Wednesday 5 <sup>th</sup> August 10.00am to 12.00noon at GRCC	