



Gloucestershire Local Involvement Network (LINK)

**LINK Stewardship Board Meeting
 Gloucestershire Rural Community Council
 Wednesday 6th May 2009
 10.00am to 12.00noon**

Present:

Barbara Marshall (Chair)
 Robin Agascar
 Bren McInerney
 Nadia Novali
 Dave Peachey
 Alan Waller
 Christine Donald
 Barbara Piranty (GRCC)
 Pamela Dewick (GRCC)

Apologies:

Judi Brown
 Barbara Stevens
 Val Dyer
 Maureen Dore
 Peter Mannion
 Christine Welsh (GRCC)

		ACTION
1.	Welcome and apologies: Barbara Marshall welcomed everyone to the meeting, and gave the apologies as listed above.	
2.	Vice Chair Nomination: Barbara Stevens was elected as Vice Chair. BarbaraM publicly thanked Bren McInerney for all the support he had given her in the last six months.	
3.	Notes of the LINK Stewardship Board Meeting 8th April 2009: It was agreed that the notes were an accurate record of the meeting.	
4.	Matters Arising: a. Sub groups: The following members expressed an interest in joining the Governance group: ChristineD, RobinA, ValD, BarbaraM, BarbaraS, PeterM.	

	<p>the Finance Group: DaveP, JudiB, AlanW, and BarbaraM.</p> <p>the Communications and Community Engagement Group (will remain as one group of 12-15 members) : Barbara M, BrenM, AlanW, ThomasD, NadiaN, DaveP, AlbertW, BillH, MaureenD, PeterM</p> <p>b. LINK Log:</p> <ul style="list-style-type: none"> • Agreed this is a useful tool to illustrate the work of the LINK • The system for notification of meeting times needs to be improved <p>c. Dates and times of future LSB Meetings: After consideration of Board members availability, it was agreed that meetings will be held on the 1st Wednesday of every month. Once a quarter, the meeting will be scheduled for early evening.</p>	<p>To be raised at the next Partners meeting</p> <p>Pamela to send list of dates to Board Members</p>
<p>5.</p>	<p>Chairs Report: BarbaraM presented her report to the Board:</p> <ul style="list-style-type: none"> • The Quarter 4 Performance Management Review document is available. Claire Davis of Gloucestershire County Council (GCC) will be consulting the LSB when formulating next year’s document. • GCC is developing a “E-Management” system for consultations which LINK may be able to use. It should eliminate the duplication of the same consultation being sent out by all strategic partners. • South West LINKs Hosts and Chairs meeting in Exeter confirmed that the lack of national guidance has resulted in a huge variation in the way each LINK operates. Representatives from the Strategic Health Authority have not been involved in these meetings although it is believed that they are planning to meet with the LINK hosts and chairs. • A further meeting to prepare the Annual Report is planned for 13th May, 9.00am to 1.00pm. Board Members with an interest in the Annual Report are welcome to attend, 	<p>Pamela to email copy to Board members.</p> <p>PD to ask absent Board members if they would like to be involved – to forward Annual Report</p>

		<p>template to Board members on request.</p>
<p>6.</p>	<p>Members Update: Four reports were presented to the group.</p> <ul style="list-style-type: none"> • Countywide Minor Injuries Unit Review Steering Group Meeting submitted by Barbara Stevens • PCT Standards for Better Health Select Committee submitted by Barbara Stevens • Wingmoor Farm Liaison Group submitted by Barbara Stevens • Service Group User and Carer Best Practice submitted by Bren McInerney <p>Agreed the host would send a reminder for these reports in time for inclusion in the Board papers</p> <ul style="list-style-type: none"> • Agreed the reports will be from all meetings attended by LINK members • Notification of cancellations of meetings or late notifications will be sent to the Host • Nadia Novali agreed to be the permanent representative on the Service user and Carer Best Practice Committee 	<p>Host to remind members prior to LSB meetings to send in reports to host.</p> <p>PD to advise Pam Smith, 2gether Trust</p>
<p>7.</p>	<p>Host Report: Barbara P reported that a successful meeting had taken place between Zaheera Nanabawa, Robin Agascar and Judi Brown and that Zaheera has agreed to lead on the Equality Impact Assessment. She will report on progress at the July meeting</p> <p>a) Finance: BarbaraP presented the Financial Report to the members present, advising that the accounts are still to be audited and that they will form part of the Annual Report. AlanW proposed a formal vote of thanks to Chris Aston of GRCC for preparing the accounts. The Finance Group will look at the headings of the report, to see if amendments are needed to reflect the work of the LINK.</p> <p>b) Report on possible LINK members meeting:</p> <ul style="list-style-type: none"> • a meeting had been held to consider holding an event for new members, prior to the AGM. 	<p>Host to pass on Board's thanks to Chris Aston</p>

	<ul style="list-style-type: none"> • Various possibilities were considered and later investigated. It was found not possible to arrange it before the AGM • It was agreed that the event will be rescheduled to take place after the AGM 	
8.	<p>LINK Newsletter:</p> <ul style="list-style-type: none"> • A proposed draft of the newsletter was presented to the meeting and was accepted. • Agreed that the newsletter will be launched at the AGM 	
9.	<p>Equality Impact Assessment (EIA) Update:</p> <ul style="list-style-type: none"> • An amended .EIA document was presented to the Board on behalf of Judi Brown • Members suggested slight alterations to the grids in the document • Zaheera Nanabawa, an independent consultant, was introduced to the Board. She has agreed to undertake the EIA over a three month period • Agreed the whole LSB has a corporate responsibility to undertake this consultations • The assessment is due to be completed by the 31st July 	<p>To send copy of revised document to all board members, together with points raised today, for comments, to be with Host by 13/05</p>
10.	<p>Joint Working Group (JWG) Great Western Ambulance Service (GWAS) proposals:</p> <p>Revised Terms of Reference (TOR) for the JWG were discussed together with a draft working plan from the Regional Cross Boundary Group. Each of the seven LINKs has been asked if they will agree to these TOR.</p> <ul style="list-style-type: none"> • All seven LINKs are at a different stage of development and some do not have a central core group like the LSB • Some concern was expressed about the development of a specific work plan for the JWG which might not be based on issues raised by the public • It was agreed that the LSB would support the formation of the JWG with the proviso that representation on the group must include members from both the Host and the LINK in all seven areas 	<p>BM to advise Albert that, in principle, the LSB is in agreement with the considerably improved TOR, that all Hosts and LINKs must participate in the group, and that the TOR must adhere to the agreement that comes out of the Cross Boundary meeting on the 18th May.</p>

	<p>The Joint Overview and Scrutiny Committee (JOSC) have suggested that one co-opted LINK member should attend their meetings and report back to all the other LINKs. This co-opted member could be a single individual or could rotate depending on where the JOSC meeting was held. The LSB felt it was unrealistic to expect one member to represent all seven areas.</p>	<p>A reply will be sent to the JOSC request</p>
<p>11. Complaints Procedure:</p>	<p>Kath Rooksby (NHS Gloucestershire) and Colin Davis (GCC) are working together to develop a joint complaints procedure. Kath has offered to discuss the procedure with the LSB.</p>	<p>Pamela to contact re dates and times</p>
<p>12 Any Other Business:</p>	<ul style="list-style-type: none"> • BarbaraP said that, as part of the Host's obligation to actively promote the LINK, there are plans to attend events and talks around the county and asked for members to accompany if available. This is an issue to be brought up at the first CCE group meeting. • Smoke Free Gloucestershire have a meeting on 1st June and the LINK have received an invitation to attend. • Gloucestershire Drug and Alcohol Service (GDAS), Gloucestershire Mental Health Association (GAMHS) and GGlos are changing their name to the Independent Trust, rebranded as IndeTrust. 	
<p>13 Date of Next Meeting</p>	<p>Wednesday 3rd June 10.00am to 12.00noon at GRCC</p>	