



Gloucestershire LINK

LINK Stewardship Board Meeting

**Gloucestershire Rural Community Council, Cripps Room
Wednesday 7th October 2009 6.00pm to 8.00pm**

Present:

Barbara Marshall (Chair)	Maureen Dore (Vice Chair)	Christine Donald
Bren McInerney	Dave Peachey	Nadia Novali
Albert Weager	Robin Agascar	Barbara Piranty (GRCC)
Pamela Dewick (GRCC)	Christine Welsh (GRCC)	

		ACTION:
1.	<p>Welcome and Apologies: Barbara Marshall, Chair, welcomed everyone to the meeting. Apologies were received from Peter Mannion, Val Dyer, Robin Agascar and Judi Brown</p>	
2.	<p>Notes of LSB meeting held on 2nd September 2009 AGREED that the notes were accurate</p>	
3.	<p>Matters Arising:</p> <p>a) Right to Control: some views had been collected and sent off to the Consultation Responses Office for Disability Issues.</p> <p>b) Innovation Conference: NHS Gloucestershire has offered free places to any LINK member who wished to attend</p> <p>c) From notes of 2nd September meeting</p> <ul style="list-style-type: none"> • Equality and diversity policy still to be completed. • Complaints leaflet from GWAS still not received • Letter to NHS Gloucestershire about the Stage 2 Transport report has not yet been sent • Member's feedback questionnaire from Clare Davis will be available shortly. • Feedback from Patient Environment Action Team (PEAT) visits: At the end of each PEAT visit there should be agreement about the content of the report to be sent to National Patient Safety Agency (NPSA). 	Pamela to investigate

	<p>Members were concerned that no feedback had yet been received about the results of all the PEAT tests.</p>	
<p>4.</p>	<p>Chairs Report: BarbaraM presented her report to the meeting. The Regional LINK network meetings had been informative and worth attending. There was a long discussion at the last event in the South West region about whether LINKs are successful in reaching the members of the public. “Partners” meetings between LINKs and representatives of the local providers and commissioners are not held in the other LINKs in the South West.</p>	
<p>5.</p>	<p>Host Report:</p> <ul style="list-style-type: none"> • Finance Group: BarbaraP presented the LINK spend to date, (April to August), with graphs illustrating expenditure against income for the LINK and host. The Finance group agreed that presenting the accounts in this format was informative and helpful. At the recent Finance group meeting, Peter Mannion had been invited to join the group to fill the vacancy. • Draft Finance Group Terms of Reference: With slight adjustments, the draft was agreed. The members present agreed that the Finance Group are self-authorized as a group to spend up to £3000 on any one item without referring to the LSB. • Indemnity Insurance: After much consideration and discussion, GRCC is transferring its policy to Higos so that LINK can be incorporated within the policy. Other South West LINKs are concerned about their own cover and BarbaraP has set up a meeting with them and Donal Henry from Higos • Host Staff: BarbaraP advised that after discussions with Barbara Marshall, GRCC is looking to recruit for two additional posts to assist and support the LINK. Part-time administration post: 15 hrs per week, to help with meetings, preparation for events etc. Initially the post will be until March 2010. Researcher post: proposing to utilise the skills of GRCC. Due to the time required in recruiting, allowing for 	<p>Pamela to send revised TOR to LSB members</p>

	<p>advertisements, interviews and notice, it was thought that the best course of action at this present moment would be to utilise the skills of existing GRCC staff in relation to research. BarbaraP has discussed this at GRCC’s Senior Management Team meeting and Tom Davis has been identified as the member of staff with the capability to undertake this role on a temporary basis until the post has been recruited for and filled.</p> <ul style="list-style-type: none"> • Expenses Policy: BarbaraP presented a revised Expenses Policy for agreement by the LSB. Alterations to be made to the Carer and Child Care expenses part of the policy to bring it in line with the Gloucestershire County Council policy, capping the amount claimed for at £12.50 per hour, unless otherwise agreed for special circumstances. The expenses will be paid directly to the person, organisations or agencies providing care, rather than the member concerned. There will be two separate claim forms, one for mileage and similar expenses and one for Carers expenses. AGREED that the revised policy should be implemented. There was a discussion about having a standard wording on the mileage forms to cover the use of cars for LINK business and carrying passengers. • Honorarium The Finance group raised the issue of paying an honorarium to the Chair in recognition of their work as Chair of the LINK. Barbara M was asked to leave the room whilst discussions took place led by Maureen Dore, Vice Chair. The result of these discussions was that the host looks into the tax implications of paying £5,000pa and report back at the next LSB meeting. 	<p>To put onto website</p> <p>BarbaraP to check with Higos that they agree with the wording</p> <p>BarbaraP to discuss with Chris Aston, GRCC Finance Manager</p>
<p>6.</p>	<p>Communications and Community Engagement (CCE) Group Update: BarbaraM presented the report to the meeting. The posters used at previous CCE events are being updated in time for the Autumn event programme</p> <ul style="list-style-type: none"> a. Draft Process for handling media enquiries: AGREED that the sentence “if the chair or vice chair thinks another LINK member is better qualified, they will be asked 	<p>To be referred to the CCE group</p>

	<p>to comment” to be added into the second paragraph.</p> <p>b. Members Event Feedback: BarbaraM presented the Evaluation Sheet report from the Maisemore event. The meeting asked that Rebecca is formally thanked for her work on graphs etc</p>	
7.	<p>Workplan:</p> <p>a. Task groups: It was agreed that the task groups need to be started as soon as possible. It had previously been agreed the groups would be:</p> <ol style="list-style-type: none"> 1. Discharge Pathway: MaureenD agreed to be the Lead 2. Access to Podiatry: ChrisD and PeterM are interested in this group. BarbaraM will discuss this with them 3. Access to NHS dentistry from Care Homes: Judi Brown had previously expressed an interest in NHS dentistry commissioning. The Health Overview and Scrutiny Committee (HOSC) are looking at dentistry in general. 4. Access to health and social care for gypsies and travellers: BarbaraM and Bren will lead this group. <p>b. Focus groups: Following the recent members event workshops, It was clear that further discussions are needed on Mental Health services and Ambulance services. It was agreed that focus groups should be held in these two areas.</p> <ol style="list-style-type: none"> 1. Mental health services: BrenM agreed to be the Lead. 2. Ambulances services: AlbertW agreed to be the Lead. 	<p>BM to ask Judi if she is interested in this group</p>
8.	<p>Governance Group: The group did not meet in September.</p> <p>a. Enter and View training. 24 members attended the training day, of which 16 are interested in becoming Authorised Representatives. From the 15 feedback forms that were returned, 13 had indicated they would recommend the training to others. The next stage is for members to complete the appropriate Application Form, which then goes to the Governance group for approval. A Criminal Records Bureau (CRB) check will</p>	<p>Pamela to arrange</p>

	<p>be requested for the applicants who have not yet had one through the LINK. Gloucestershire County Council has advised that the Independent Safeguarding Authority (ISA) process will be in addition to the CRB process and that they will advise when this will be required. However, it is clear that volunteers will not be required to pay the registration fee.</p>	
9.	<p>Members Update:</p> <p>a. Ambulance Service: Albert presented a report to the meeting. Albert talked about the deep cleaning of ambulances.</p> <p>b. Care Quality Commission (CQC): MaureenD presented a report about the event in London that she attended with BarbaraM and Pamela. She said that it was a useful day and that the CQC had welcomed the views of all the LINKs present at the event. The CQC have produced a LINKs Information sheet, and a booklet describing how they are going to involve LINKs. Maureen said they were impressed with the numbers of CQC staff that attended the event to listen to the LINK members. Gloucestershire LINK is now part of the CQC LINKs Reference group.</p> <p>c. Members Reports: Copies of a Members Update report received since the September LSB meeting was presented.</p> <ul style="list-style-type: none"> • Consultation event “Single Equality Bill - Age” <p>There were no questions.</p>	
10.	<p>Consultations:</p> <p>a. Framework for Quality Accounts: The document was presented to Board members by BarbaraM who said that it refers to involvement from the LINK. The evidence will be similar to what would be given to the CQC. BarbaraM suggested the LSB should be involved in this. It was agreed that a separate meeting be held in addition to a Board meeting to discuss the document.</p> <p>b. Big Care Debate: LINKs can comment on this consultation, which is accessible on the website</p> <p>c. The Big Plan: to be discussed</p>	
11.	<p>Any Other Business:</p>	

	<ul style="list-style-type: none"> • Regional Training Event in Taunton on 29th October: Chris Donald and Dave Peachey expressed an interest • GUIDE and PALS: Albert said he cannot locate a similar pathway for concerns relating to social care. • In Control Personalisation Conference Bristol: DaveP would like to attend as a LINK member. BarbaraM to consider. 	<p>Albert to email BarbaraM to follow up</p>
<p>12.</p>	<p>Date of Next Meeting: The date has been changed to Tuesday November 3rd at 10.00am because of the clash with the Innovations Conference.</p>	