

**Gateshead LINK  
Steering Group  
Thursday 7<sup>th</sup> April 2011  
GVOC  
6 pm – 8 pm**

**Minutes**

**1. Welcome and apologies**

**Present:**

Kay Parker	Resident
Christine Squires	Resident
Norah Stevens	PCT Public Involvement Gateshead Locality Lead
Valerie Hodge	Resident
Anthony Atkinson	Resident
Gretel Keadell	Resident
Bill Llewellyn	Resident
Maria Hall	Resident

**In Attendance:**

Richard Jenks	LINK Coordinator
Linda Thompson	LINK Administrator
Kim Newton	LINK Engagement & Involvement Officer
Ruth Dodds	LINK Information Officer

**Apologies:**

Dave Wallace	Resident
Hazel Rogerson	Gateshead NHS Foundation Trust
Ethel Donnelly	Resident
Anya Simpson	Development Worker, Gateshead Mental Health Forum
Glenys Goodwill	Resident
Andi Parker	Gateshead Council Involvement Officer

The meeting started at 6 pm.  
Anthony Atkinson chaired the meeting as had been previously agreed.

**2. Minutes of Previous Meeting**

The minutes of the previous meeting on 3<sup>rd</sup> March were agreed as a true record with the following amendments:

- Gretel Keadell was noted as present whereas she had given apologies for the meeting.
- Members Reports – The following paragraph was inserted:  
*“GATNET would like more public representation on the board and the LINK could help to facilitate this. It is hoped to develop a strong working relationship between LINK and GATNET but, the LINK has no formal right of representation on the GATNET board.”*

### **Matters Arising**

#### ***Gateshead LINK Budget – preliminary***

The meeting to discuss the LINK budget which was scheduled to take place in March and which involved Richard Jenks, Anthony Atkinson and Yvonne Muldowney (Finance Officer GVOC) was cancelled in light of the uncertainty around funding at the time. The meeting has been re-arranged for Tuesday 12<sup>th</sup> April.

#### ***Mental Health First Aid Training***

This training will be going ahead on 14<sup>th</sup> & 15<sup>th</sup> April at Stonehills. 15 places are filled with one remaining place free.

#### ***Members Reports***

PUCPI meeting – KP clarified her report of the meeting and a paragraph has been added to the minutes of 3<sup>rd</sup> March.

Our Gateshead Website, presentation to GP's – RJ has spoken to Mark about this but a date has yet to be set. **Action RJ**

#### ***Any Other Business***

Mental Health Directory – KN reported that Washington Mind have been making the necessary amendments to the directory but it is not yet ready for circulation and no deadline has been set. The LINK is to send a formal request for information about the date the guide will be ready. **Action KN/RJ**

#### ***Enter & View***

RJ said the report is still in draft form but will be ready by 15<sup>th</sup> April. **Action RJ**

### **3. Transition to HealthWatch**

Richard confirmed the information sent by email to the Steering Group. GVOC have received the official offer letter from Gateshead Council stating that they

wish GVOC to host the LINK during the transition phase (to local HealthWatch) of 2011 -12. This letter confirmed the budget would be cut by 12.5%. Gev Pringle raised a series of queries with the Council about this and Richard wrote to the Department of Health asking if there is an appeal mechanism. Both these approaches proved fruitless and on 31<sup>st</sup> March the Council asked GVOC to confirm whether or not they wished to accept the offer by 6<sup>th</sup> April. Following a meeting on 5<sup>th</sup> April involving Gev Pringle, RJ, Annie Murphy and Council representatives, the offer was formally accepted.

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The Department of Health contacted all Local Authorities, hosts and LINKs asking them if they wished to be considered as candidates to be HealthWatch Pathfinders. Andi Parker took the lead on this and met with Richard, Gev, Annie and Norah Stevens to discuss whether Gateshead LINK should consider doing so. The consensus reached was that as Gateshead is a Pathfinder for the GP Consortium and is likely to be for the establishment of a Health and Wellbeing Board, it made sense to pursue pathfinder status for local HealthWatch. The deadline for the application is 12<sup>th</sup> May and the outcome should be known by 31<sup>st</sup> May.

After some discussion, the Steering Group felt they would like more information on the process but that Richard should continue to work with Andi and report back at the next meeting.

**Action RJ**

#### **LINK Funding/Budget 2011-12**

RJ reported that it was confirmed that the 2011-12 LINK budget had been cut by 12.5%. The underspend which has accumulated over the last few years has been incorporated into this budget which means there will have to be changes in LINK expenditure. With this in mind, the proposed Mental Health & Well Being event due to take place in May has been cancelled.

Several Steering Group members felt that the Steering Group had not been involved in contract negotiations and financial/budgetary decisions. It was felt that the cancellation of the Mental Health & Well Being Event in particular had not been discussed by the Steering Group. There was also discussion about the financial implications of the transition to HealthWatch. It was noted that expenditure needs to be cut but that LINK/HealthWatch does need to develop and so it was proposed that a Transition Finance Sub Group be set up to look at ways of meeting contractual obligations within the reduced budget. This was agreed and AA,CS, MH,BL, VH, KP & GK all volunteered to be a part in the sub-group.

#### **4. Overview & Scrutiny Committee (OSC)**

Protocol for Working Relationship between OSC & LINK – the policy was due for review but it was agreed to look at this at the next Steering Group meeting on 4<sup>th</sup> May.  
**Action Project Staff**

The general LINK report was presented to the OSC at the quarterly meeting with OSC Chairs on 4<sup>th</sup> April. A report was also given on the 2 pieces of work done by KN and the Personalisation Working Group on personalisation literature. This was held up as an excellent example of multiple partnership working. Also presented was the report on Person Centred Planning and the Housing Pathway written by KN. This report will be discussed in depth at the next meeting of the Personalisation Working Group on 13<sup>th</sup> April. A full response from the OSC is expected.  
**Action KN**

RJ & AA gave further feedback from the meeting. Also at the meeting, DW raised the issue of illegal cigarettes and has received a reply today. He will report back in full at the next Steering Group meeting:  
**Action DW**

**5. Closure of Gateshead Access to Information & Reading Services(AIRS)**

This item is for information only as the closure took place on 31<sup>st</sup> March. CS reported that Sight Service is looking at ways of making provision for people with hearing disabilities too. JD Skillcare is also developing services for people with hearing impairment.

KP asked how many of these smaller groups had been closed but the answer is not yet clear.

**6. Working Groups Up-date**

RJ explained that a number of the recent working groups have had to be cancelled until there was confirmation of the new contract and budget.

**Hospital Discharge Procedures Working Group**

The Hospital discharge Questionnaire report is now finished and needs to be presented to the Working Group. Next meeting is due to take place on Tuesday 26<sup>th</sup> April.  
**Action RJ**

**Personalisation & Independent Living Working Group.**

KN and the group have done a great deal of work around personalisation literature, both an initial leaflet and a guide to personalisation. It was reported that the Patient User Forum was delighted with the work that KN has done.

**Transition into Adult Services**

The last meeting was cancelled. KN attended a Transition Event run by Gateshead Council and gave a brief report from this. It was noted that the event had focussed on specialist courses available within mainstream colleges. There was a great deal of negative feedback from some carers about the tone of this event and it was felt that it was aimed at people with moderate learning difficulties rather than severe learning disabilities. At the meeting Carers requested a second event later in the year. It was proposed that LINK offer to work in partnership to organise this event and this was agreed. **Action KN**

### **Mental Health**

The last meeting was cancelled.

### **7. Policies due for Review**

The Governance document is due for review (already postponed from the previous meeting). Because of the transition to HealthWatch, it was proposed that this be postponed to a future meeting. This was agreed.

### **8. Members Reports**

CS gave feedback from the LINKs/NALM conference that she and RJ attended, there was an implication that in the future, HealthWatch work will be evaluated in measurable outcomes and there will therefore be big changes in the way the LINK works. It was agreed that each working group be asked to consider how this could be achieved. **Action RJ/KN**

CS also reported that she had been contacted by the development worker from Community Based Care. The organisation is changing to become a GP Federation with a representative from each GP practice in Gateshead sitting on the board. This has been set up as a health care provider organisation. There was some confusion as it was felt that this could be a potential conflict of interest as every GP practice would also have a representative on the GATNET board which would be commissioning care. The SG asked for clarification on the matter: **Action CS**

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At this point KN reminded the group of the process for feeding issues to the LINK using the members report forms. It was noted this would identify any LINK action required and would help to measure outcomes for Gateshead LINK: **Action All**

There was feedback from the Local Engagement Board which included a presentation from GATNET.

KP & GK reported back from an Open Space Event they had attended.

**9. Issues/concerns Log**

There were none

**10. Any Other Business**

The HealthWatch Transition plan from the Department of Health was distributed.

Steve Cowan (Director of Gateshead Carers Association) has expressed an interest to join the LINK Steering Group. Proposed by BL and seconded by KP. It was agreed that he would be an asset to the group and the request formally agreed.

**Future meetings**

Because of financial implications it was agreed that if a room in GVOC is not available for a particular meeting then the date of the meeting will be changed rather than pay to book a room in a different venue. LT distributed a list of new proposed Steering Group Meeting dates. This will also be sent as an email for those members who are not at this meeting. **Action LT**

**11. Date of Next Meeting**

Wednesday 4<sup>th</sup> May at GVOC. The meeting closed at 8.10 pm