

Gateshead LINK
Steering Group
Thursday 1st July 2010
GVOC
10am – 1pm

Minutes

1. Welcome and apologies

Present:

Dave Wallace	Resident
Kay Parker	Resident
Maria Hall	Resident
Gretel Keadell	Resident (Chair)
Bill Llewellyn	Resident
Lyn Boyle	Gateshead Council

In Attendance:

Richard Jenks	LINK Co-ordinator
Kim Newton	LINK Communication and Engagement Officer

Apologies:

Ethel Donnelly	Resident
Christine Squires	Resident
Lucia Hiden	Gateshead NHS Foundation Trust Involvement Lead
Alan Davison	Age Concern Gateshead
Anya Simpson	Development Worker, Gateshead Mental Health Forum
Norah Stevens	PCT Public Involvement Gateshead Locality Lead
Susan Joyce	Learning & Change Lead Provider Services NHS
Andi Parker	Gateshead Council Involvement Officer
Angie Maidment	LINK Administrator

2. Minutes of Last Meeting

Matters arising

South of Tyne and Wear/LINks joint meeting/An Introduction to Commissioning

It was noted the above meeting had taken place on 28th July 2010. RJ had attended on behalf of Gateshead LINK. The meeting will need to be re convened as Sunderland LINK and South Tyneside LINK were unable to offer representation at this time.

BL clarified, the recently appointed Gateshead Carers Advocacy Worker is for Carers of adults with Learning Disabilities.

The minutes of the last meeting were agreed as a true record with the above amendment.

3. Update Stats/Budget

The above document was tabled for information and discussion. RJ informed the group this was for the quarter April – June 2010.

A discussion took place and it was noted the under spend gives a false reading as there were invoices yet to be deducted including a lap top and projector for project use.

There was also an under spend on the members travel and training; however the next budget will reflect recent SG activity.

It was noted the Enter and View visits would incur costs including insurance for trained representatives. It was further noted the budget headings were projections set by the host and could be flexible if needed.

4. Care Quality Commission – LINK involvement in Action Plan

CQC Report into Adult Social Care in Gateshead (Gateshead Council)

RJ, KP, MH, DW presented a response to the above report .This was tabled at the Overview and Scrutiny Committee on behalf of the LINK. The LINK requested involvement in the action plan to address the issues raised.

RJ and KP will meet with Michael Brown (Gateshead Council) on 6th July 2010 to identify which key issues the LINK should be involved. The SG would then discuss practical working arrangements. **Action RJ KP**

5. Joint Strategic Needs Assessment (JSNA) Information-Implications for the LINK/GENIE

Planning to meet health, well being and social care needs in Gateshead (key points)

The above document was tabled for discussion and information.

It was noted, the LINK has been involved in producing the summary document which explains how Gateshead Council and the local NHS develop and understand the health, well being and social care needs of people in Gateshead. LB informed the group the document is a working document and was only as good as the information received. The group were encouraged to explore this further.

GENIE (Gateshead Electronic Neighbourhood Information Engine)

KN informed the group she had attended a session ran by the council to raise awareness of the JSNA and GENIE functions available on the Council website. Further sessions will be open to Voluntary Sector around September. KN will inform the group when dates are available for those interested in attending. KN offered an interactive session over the lunch period.

6. Queen Elizabeth Hospital Trust-Francis Report Board (Lucia Hiden)

Department of Health - Mid staffs enquiry report

The above document was tabled for discussion. It was noted every Trust has been advised to set up a board to look at the report recommendations. Gateshead NHS Trust has responded quickly and has requested LINK representation on their board. RJ asked for volunteers. KP, MH, BL, DW expressed an interest. RJ will forward meeting dates and further information as it becomes available: **Action RJ**

7. LINK Annual Event – 4th November 2010, Gibside Hotel

7a. LINK Annual Event Sub Group

It was noted there had not yet been a meeting to discuss the above event due to the annual report and the CQC report taking priority over workloads.

At this point Annie Murphy was thanked by all for her work on this year's annual report and also the SG for their final comments.

It was agreed the first meeting to plan the annual event will be on 15th July 2010- 10.00 – 12.00 venue tba: **Action Project Staff**

8. Mental Health Event – 7th October 2010, Gibside Hotel

The first meeting of the group had taken place on 30th June 2010 following the Enter and View training.

A discussion took place about the purpose of the day and the following was noted:

- The SOTW Mental Health Model of Care will be used as the focus for the day
- We need to seek clarification from NTW and PCT about who does what in mental health services
- The LINK will update the conference on what has been achieved so far
- A market place information session will be held in the afternoon

The next planning meeting will be held on 19th July 2010 at GVOC 11.30- 12.30 prior to the Mental Health Working Group.

9. Working Groups Update

Mental Health Working Group

This was addressed above

Hospital Discharge Working Group

It was noted there has been a breakthrough in circulating the hospital discharge questionnaire. The QE hospital has agreed to include the questionnaire in the discharge pack for patients. 10000 will be included in the My Health TODAY publication to all QE Trust members. This will go out to the members in September.

Transition into Adult Services

Personalisation

The above groups have agreed a terms of reference and looked at priorities at the first meeting. An update will be given at the next meeting.

10. Promotion of the LINK

KN updated the group on recent activity the following was noted:

Contacts have been made through various existing forums to identify specific areas of work which include:

- Working with Gateshead Youth Assembly and the PCT to produce an information flyer designed by young people, in line with *Your Welcome Quality Criteria* (Dept of Health) guidelines.

- Working with Older People to have their voice heard using electronic media by linking in to the Generations Together Project (Gateshead Older People's Assembly).
- Working with Development Workers in the BME community, particularly in Mental Health to ensure input into the Working Groups.
- Working with Learning Disability agencies to promote the LINK using appropriate software for publications. We've also achieved representation on Gateshead Disability Partnership Board and its subgroups.
LB informed the group Chris Hume (Gateshead Council) was already involved in work with young people and health. LB offered to liaise between KN and CH to avoid duplication of work: **Action LB**
LB also queried whether it was the remit of the LINK to work with children and young people: **Action RJ to clarify position of LINKs working with young people.**

KN informed the group, whilst there was a lot of ongoing work around engagement, there is much more needed to build membership, retain the current members and follow actions from working groups.

MH suggested the SG look at capacity of the project and the possibility of employing another worker. The Steering Group requested RJ follow this up: **Action RJ**

11. Policies due for review

Equality and Diversity Policy and Code of Practice

The above policy was accepted with no changes. Next review date July 2011

12. Member reports

Members reported back about various events attended since the last meeting and handed in the reports. The group encouraged completing the forms and inform the team of any actions needed as this is fed in to the work plan and used for the Annual Report.

13. August – December Training Programme

The above document was circulated for information. Members were advised to contact staff if they wished to attend any of the courses on offer. This would be funded from the LINK budget.

14. Any other business

RJ informed the group the Enter and View training had went well. RJ will contact Alan Davison (Age Concern UK) to look at identifying places to Enter and View:
Action RJ

Discussion took place about volunteer expenses. It was agreed to make this an agenda item at the next meeting. Project staff will check with the Volunteer Centre and GVOC regarding volunteer's expenses: **Action Project Staff**

BL was nominated as Chair Person for the next meeting and all agreed. **Action BL**

Date of next meeting

Thursday 5th August 2010, GVOC, 10-1 pm