

Gateshead LINK
Steering Group
Thursday 3rd June 2010
GVOC
10am – 1pm

Minutes

1. Welcome and apologies

Present:

Dave Wallace	Resident
Kay Parker	Resident
Maria Hall	Resident
Gretel Keadell	Resident
Norah Stevens	PCT Public Involvement Gateshead Locality Lead
Susan Joyce	Learning & Change Lead Provider Services NHS SOTW
Andi Parker	Gateshead Council Involvement Officer
Bill Llewellyn	Resident

In Attendance:

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

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

Dave Wallace offered to Chair the meeting and was accepted by the group.

2. Minutes of Last Meeting

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

Matters Arising

8. Co-opted Steering Group Members

Leonora Hogarth (Tyneside Women's Health) has too many commitments to become a Co-opted Member of the LINK Steering Group but would like a member of the LINK team to attend future meetings from time to time to keep the group informed of the work of the LINK.

A discussion took place around who else could be invited to become a Co-opted Member of the Steering Group and this will be an agenda item at the next meeting.

12 & 13. South of Tyne and Wear/LINKs joint meeting/An Introduction to Commissioning

This meeting has been cancelled a couple of times and is now scheduled for 28th June 10. **Action RJ.**

Agenda Item

3. Care Quality Commission – LINK response/next steps

RJ informed the group that although the LINK would have liked to have been involved in the drawing up of the action plan this was not possible as at a recent Health and Social Care Partnership Board meeting that RJ and MH attended they were informed that the action plan had already been drawn up. A summary of the action plan was distributed to the group and discussed.

The LINK would still like to be involved in implementing the action plan and RJ has drafted a letter to David Bunce (Group Director, Community Based Services, Gateshead Council) a copy of which was emailed to the Steering Group for approval prior to this meeting to offer the Links' services. Two other projects in GVOC (GAIN and aTENSION) have also written letters to David Bunce and they were delivered on Wednesday 2nd June. **Action RJ**

Gev Pringle Chief Executive of GVOC has made DB aware that he will be receiving these letters. **Action GP**

4. LINK Representation on Partnership Boards

RJ and KN attended a meeting with Bernie Cowan from the Gateshead Learning Disability Board and a chart was handed out to the group which shows their various sub groups in Gateshead. The LINK has been invited to attend their next meeting on 8th June 10, 12.30-2.30 as observers, during this meeting a LINK Representative will be invited to sit on the board. MH and BL are to attend with RJ.

At this point BL informed the group that Gateshead Carers have recently appointed an Advocacy Worker for Carers of adults with Learning Disabilities.

SJ is to look at getting representation on the Gateshead Provider Board.

KN is sitting on a Fulfilling Lives and Employment Board Sub Group which is working on a job description for a Leisure Co-ordinator for People with Learning Disabilities. **Action KN**

RJ stressed the importance of getting LINK representation on Partnership Boards wherever possible.

5. Feedback from Steering Group Away Day- 6th May 10

RJ thanked all members who attended the Away Day, it was a very good day and several constructive ideas came out of it.

Following consultation with all LINK members decisions were made on the four Working Groups and the work these groups will undertake for the coming year.

The Working Groups are:

- Mental Health
- Transition into Adult Services
- Hospital Discharge
- Personalisation and Independent Living

The new Working Groups were discussed and it was agreed that it is not only about the number of people who attend these groups but also about the work the LINK can achieve in these new groups.

Enter and View was also discussed at the Away Day and it was agreed that this is the right time for the Link to be using this facility. The first E & V training dates are 22nd June 10 and 30th June 10.

DW asked if it was possible for members of the LINK who were not trained in E & V to visit premises but this would not be possible as they would need to undertake the LINK E & V Training and also have a CRB check. Other training dates will be offered to other LINK members in the future.

It was agreed that Link members will conduct the E & V visits but Project Staff will offer support for report writing etc. It was agreed it would be a good idea for KN to attend the training to give her background knowledge. **Action LINK staff**

All agreed that much was achieved on this Away Day and it should perhaps take place on a six monthly or annual basis.

KP said the group would like to thank Annie Murphy for attending as it was clear she was in great discomfort following her recent accident.

6a. New Working Groups Draft Terms of Reference

The Draft Terms of Reference were shown to the group, protocol states that the Working Groups approve them and they will then be brought back to the Steering Group for ratification. It was agreed the Terms of Reference should state that only trained and CRB checked members of the LINK can undertake E & V visits and this will be an agenda item for all four of the Working Groups. **Action LINK Staff**

6b. Working Groups - Updates

Hospital Discharge Working Group

At the last meeting it was agreed to send the results of the GP Questionnaire to all GP Surgeries. This has been completed.

The questionnaire for the public is ongoing. KN and RJ are taking it to several events they are attending. When both questionnaires have been analysed a report will be sent to agreed parties. **Action LINK staff**

Mental Health Working Group

There has been no meeting since last Steering Group meeting.

The Mental Health First Aid Course was discussed and the LINK would like to run this course. This will be an agenda item at the next Working Group meeting.

7. Mental Health Event - 7th October 2010, Gibside Hotel

It was agreed at the Away Day that a Mental Health Event would be a good idea. The proposed date and venue are to be agenda items at the next Mental Health Working Group meeting. The structure of the day will also be discussed, RJ received a "Model of Care for Mental Health Report" and this could be the focus of the event. AP informed the group that World Mental Health Day is taking place on 9th October 10 and several activities are taking place in the week leading up to this. AP is attending a planning meeting on 7th June 10 and RJ is to email AP with information to take to this meeting following the Mental Health Working Group meeting. **Action RJ**

8. LINK Annual Event - 4th November 2010, Gibside Hotel

This is a very important event as the LINK needs to show progress, it will also help raise the profile of the LINK. It was agreed to form a sub group for this event. GK, KP and MH all agreed to be on the sub group; ED is to be asked if she would like to be part of the sub group. **Action RJ**

9. Policies due for review

LINK's Members' Report Events/Meetings/Conferences

Approved, no changes need to be made. KP would like to be able to fill this form in on line, LINK staff to look at this. **Action LINK Staff**

10. Forthcoming Events

A list of forthcoming events was circulated and discussed.

22nd June - 'Out of the Box' – How patients, service users and carers are using the web to change their lives and their services

This event is now full but GK is on the standby list.

8th July 10 - Bridging Newcastle and Gateshead, Community Engagement Event 2010, St James' Park 9.30am-1.00pm

This would be a good event to promote the LINK KN to find out more. **Action KN**

8th July 10 - NALM (National Association of LINK Members) Conference. Building Effective and Powerful LINKs

Although the decision has already been made for Gateshead LINK not to become a group member of NALMs RJ is to attend this meeting for information gathering.

Action RJ

BL is an individual member of NALMs and is to forward any information to RJ that he thinks is relevant to the LINK. **Action BL**

15th July - Gateshead Strategic Partnership

RJ handed out information and Gk, MH, DW and BL are interested in attending.

6th July - Transforming Adult Social Care: Improving the Service Delivery Framework. A public Policy Exchange Symposium

MH, GK and DW are interested in attending this event.

13th July - Stroke Care: Delivering and Sustaining Effective Long Term Support

GK and DW are interested in attending this event.

RJ to circulate more information about events to interested parties. **Action RJ**

11. Promotion of the LINK

KN has met with Gateshead Youth Council about a project called Generations Together which links young and older people together, one of the projects is young people teaching older people how to use the internet. KN is hopeful that the LINK blog can be included in this.

As part of the Mental Health Working Group KN has met with Anya Simpson and is working on a 24/7 crisis leaflet. **Action KN**

The LINK Summer Newsletter is due to go to print next week. **Action KN**

KN is meeting with Harry from Alpha comms on Friday 4th June 10 re-professional posters to promote the LINK. **Action KN**

The LINK website is updated on a regular basis. **Action KN AM**

KN has attended several events recently and from an event at the Civic Centre last week KN recruited four new LINK members.

AP suggested KN contact Malik Choudry at Gateshead Council re promoting the LINK. **Action KN**

KN showed the group a contact log that was started by RD prior to her going on maternity leave. RJ and KN have started to revisit these contacts. **Action RJ KN**

RJ informed the group that as he is now settled in his job KN is now concentrating on her role of promoting the LINK and it is working well.

SJ informed the group that a recent District Nursing Review had taken place and all three Regional LINKs will be promoted as it was agreed to put LINK contact details onto part of their form.

KN requested permission from the Steering Group to purchase a Laptop, projector and dongle. KN explained that this will help to engage with young people. People can look at the website at events and the projector can be used for presentations, it would also be necessary to purchase a flexi lock in case the laptop is left unattended. The laptop can also be used for LINK members when travelling to/from events to write reports etc. This was approved by the group.

Action LINK Staff

12. Member Reports

MH attended a Pathway for Care meeting at the QE with the Modern Matron.

DW attended a meeting with Emma Roycroft from Gateshead Carers where he talked about his role at Turning Point and was asked if he would become a mentor outside of 9-5, Mon –Fri hours.

DW attended an Alcohol Reduction Commissioning of Services meeting, DW noted there was only a small turn out at the meeting but he will continue to attend.

A Director of Turning Point came from London and spoke to DW and is to use DW as a role model.

9. AOB

KN informed the group that Christine Squires had been in touch to say that she is still interested in the work of the LINK but unfortunately now works on a Thursday, CS also wished everyone well.

The first Personalisation and Independent Living Working Group meeting is due to take place on 16th June 10 which is part of Carers Week. It was agreed to change the date of the meeting to 23rd June 10 (venue to be confirmed). Once the dates of all Working Groups have been confirmed for the rest of the year they will be emailed/posted to the group. **Action AM**

Health and Social Care Issues and Concerns Log

A Draft Health and Social Care Issues and Concerns Log was distributed and discussed. This log can be taken to events and if anyone has issues, concerns or compliments this can be filled in. This is to help the LINK identify any trends. This form was agreed with some minor changes, it was also agreed to put this form on the LINK website with an explanation of why this information would be useful to the LINK. AP asked that if any comments regarding her department were identified that she be made aware of them. **Action LINK Staff**

Regional LINK Co-ordinator

Steve Wilkinson has been appointed as Regional LINK Co-ordinator, prior to his appointment SW was the Sunderland LINK Co-ordinator. A discussion took place regarding his new role. RJ is to arrange a meeting with SW. **Action RJ**

GK was nominated as Chair Person for the next meeting and all agreed.

10. Date of next meeting

Thursday 1st July 2010, GVOC 10.00am-1.00pm