

MINUTES OF A MEETING OF THE LINK STEWARDSHIP GROUP

Held in Unit 31, HQ Building, Tel. 01752 202407 on 25th February 2009 from 5.30pm to 7.30pm

Present:

Vicky Shipway	(LINK Support Team Manager)	Gennifer Paul Gomez
Claire Hendy	(LINK Support Team, C&LW)	Hazel Friend
Chris Boote		Chris Yetton
Barry Lucas		Peter Woodley
Joe Dunn		

Apologies:

Sue Casemore	(LINK Support Team Admin. & Minutes)	Sue Ntinymara Hayat Khan Julie Paget
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<u>Agenda Item</u>	<u>Action</u>
<p>1. <u>Welcome and Apologies</u></p>	
<p>2. <u>Feedback from Stewardship Group Members</u></p> <p>Gennifer and Barry provided feedback from the LINK National Conference, 'Getting Better Together', held in London on 5th February.</p> <p>They were able to share ideas with LINK members from other areas, with a choice of workshops available.</p> <p>Gennifer felt that, compared to some others, the Plymouth LINK was doing well. Our resources were admired, and we were ahead of others in terms of our launch, promoting the LINK and engaging with communities. She was able to share the best practice that Plymouth has developed and bring back ideas from others – for example, one LINK was advertising itself through projecting an image onto the local mosque.</p> <p>Barry said:</p> <ul style="list-style-type: none"> • that one LINK had picked up a piece of work that had been on the old PPI's workplan. • there was some concern around lack of access to specialist services, i.e. cancer services. • There are some cases where LINKs cannot enter and view, e.g. <ul style="list-style-type: none"> - When privacy and dignity are not respected - Where proper conduct is not used - Where paperwork is incorrect - In excluded premises – for example, personal homes <p>.>>> Action: Copies of the presentation to be sent to the rest of the group</p>	BL, GG

3. Recap on how the LINK will work and the role of the Stewardship Group

Following a conversation with Chris Boote, Vicky went through a diagram explaining how information will come in and how it will be processed and passed on by the LINK. The group felt that the diagram explained everything in a very clear way.

4. Stewardship group meeting agenda items

Vicky explained that, as this was the first meeting, it would be useful for the group to decide what future agendas should look like and how it should work.

The group discussed a template for the agenda with flexibility for any extra items and agreed a template.

Peter Woodley requested that he should receive information and minutes by post

The group agreed for minutes and information to go out to them two weeks before the following meeting.

Members were asked to get agenda item information to Vicky as soon as possible before the meeting

>>> **Action:** workplan to go to the group to read it and discuss at the next meeting

5. Recap about Expert Advisor Session on 19th February

Claire recapped what had happened and gave members the agenda and handouts from the session

6. Code of Conduct for the Stewardship Group

The group discussed the proposed Code of Conduct and the responsibilities of this group. Chris Yetton talked about equality and diversity and the need to integrate people rather than segregate. There are occasions when a targeted event is safer for people but we should strive for integration being sensitive to people's needs.

The group approved the Code of Conduct, but felt that:

- It should be reviewed after 6 months
- The current version should be called 'Interim'
- The words 'respect and understand people's views' should have an example added
- These changes should be incorporated
- The group should not talk over each other

>>>**Action:** Nolan Principles to be sent out with next minutes

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Conflicts of Interest

To date, four declarations of possible conflicts of interest have been received by the Host Team. The group was reminded that it is each member's responsibility to say if something might be a conflict of interest and that the Chair and Host Team would provide support. Other declarations need to come in as soon as possible.

>>> **Action:** Please submit to Claire.

>>> **Action:** In future minutes LINK telephone number is to be included

7. Role of Chair and Vice Chair

The roles of the chair and vice-chair were explained by Vicky. These were discussed and some suggestions were made. In particular, the chair's role in dealing with the media was highlighted. It was felt that the first chair should have some experience in chairing and a fair insight into how the LINK should operate, but that others would be given the opportunity to have training for chairing in the future. Three people indicated that they would like to fulfil one of these roles.

It was decided that the first chair should stay in this post for a year, and due to the numbers interested in the roles that there should be two vice chairs, who would support the Chair and gain experience of chairing. Chris Y suggested that, in the event of the chair being unable to attend a meeting, the group should choose which of the two vice chairs would cover, so that the opportunities are shared out.

There were three candidates for the position of chair – Chris Boote, Barry Lucas and Jo Dunn. In order for the group to identify who they would like to take the role of Chair the three candidates were asked to leave the room. While they were outside the room the group made a decision that Chris should be the chair for the first year, with Barry and Jo as vice-chairs.

Vicky thanked Barry for his hard work chairing the Transition Group over the last six months. Chris B thanked the Support Team for all their hard work.

8. Budget

Vicky explained the format of the budget, including what came under each budget heading.

The spending shown below was only up to the end of January 2009, and at the next Stewardship Group meeting all purchases made during February would also be included. It was pointed out that while there is still unspent money, the Transition Group have approved further spending on resources and promotion before the end of the financial year. This spending would benefit the LINK for the lifetime of the contract

Spending from April 2008 to January 2009 on the LINK part of the budget.

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Budget Heading (see below)	Total Budget for the year £	Spending to Date £
LINK member training costs	3,488.00	340.60
LINK participant member expenses	7,440.00	1,388.33
Translation and accessibility	11,119.00	2,296.41
Newsletters, adverts, media	7,740.00	5,612.37
Development & innovation	10,000.00	9,760.03
Other costs - postage	2,800.00	295.16
Total Expenditure	42,587.00	£19,692.90

9. Expenses

Claire explained the Expenses policy and ran through the procedure for claiming expenses

10. Induction Programme for the Stewardship Group

Vicky gave out the new Induction Programme. The grey items are essentials and the days and times have been varied in the hope that everyone can attend some of the sessions.

Barry and Hazel gave apologies for the Equality & Diversity Training session on the 12th March.

>>> **Action:** Induction Programme to be sent out with minutes

11. Future transition group meetings – date and agenda.

**Next Meeting: Thursday 26th March, 1.30-4.30pm,
Unit 31, HQ Building, 237 Union Street, Plymouth, PL1 5RP**

Agenda Items:

- Year 2 Budget
- Workplan
- Update on pieces of work done
- Feedback report and actual comments
- Mapping
- Example of what comes in and what has happened

The following suggestions were also made:

- That at future meetings a sheet of paper should be on the wall listing issues (e.g. discharge from hospital)
- The group would like to share emails and phone numbers
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>>> **Action:** Vicky will check with members who were not at this meeting

>>> **Action:** Any useful resources to be sent out with minutes

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