

Local Involvement Network (LINK) for Health and Social Services in Windsor, Ascot and Maidenhead Steering Group (SG) Meeting Notes



Wednesday 3rd June 2009 6pm Maidenhead Community centre, Marlow Road, Maidenhead

<p>Attendees: Roger Battye Chair (RB), Mike Copeland (MC), Trisha Dervan (TD), Jazz Khan (JK), Doreen Joel (DJ), Zena Pike (ZP), Shelia Holmes (SH), Help and Care LDO (KA), Host Organisation: Barbara Wade LDO (BW); Kayleigh Argyle (KA); Apologies: Brian Huggett (BH), Anita Li (AL), Tracey Morgan (TM), Andrea McCombie (AM); Not Present: Karen Mustard (KM);</p>		
<p>Agenda Item 1: Welcome, Introductions & Apologies RB welcomed all to the meeting. Apologies received as above. All present agreed that RB would chair the meeting. RB asked if any one present had any declaration of interests to declare. No declarations were made. Actions:</p>		
		Person Responsible Deadline
<p>Agenda Item 2/3: Verification of meeting notes and matters arising from meeting 16.03.09 Notes from 01.05.09 agreed with some minor amendments.</p>		
Transport Project Plan	SH	ASAP
<ul style="list-style-type: none"> KA had provided the information for the SG by email, SH to email KA the Transport group project plan. 		
Website User Group		
<ul style="list-style-type: none"> BW informed the SG that (HAC) have now established a Communications and Marketing group bringing together all Communications and On Line Support Officers from across the 13 LINKs to share experience and good practice. 		
RBWM Website		
<ul style="list-style-type: none"> Ed Thompson has been unable to put a Link to LINKs on the RBWM website. 		
Meeting Fiona Winrow (FW)	KA	ASAP
<ul style="list-style-type: none"> KA to confirm meeting date with (FW) 		
Newsletter		
<ul style="list-style-type: none"> KA confirmed newsletter had been sent out. 		
Photo ID Badges		
<ul style="list-style-type: none"> KA confirmed that (HAC) were able to make name badges with WAM logo, picture and name on for £5 each for the CQC event 16th.06.09 Camera was taken to take pictures but no one wished to have their picture taken at the time. 		
Update on CQC event in June.		
<ul style="list-style-type: none"> KA & BW confirmed that over 300 invitations, posters and information letters were distributed through post, email and the voluntary sector. Most SG members advised that they would attend this event. 		
<p>Agenda Item 4: Activity Reports St Marks Hospital MIU</p>		Person Responsible Deadline
<ul style="list-style-type: none"> Nothing to report 		

<p>Transport</p> <ul style="list-style-type: none"> • SH & MC from the Transport group have requested help from the LINK assisting with a questionnaire. The questionnaire will be used in Wexham Park & St Marks Hospital will take place around one week in September and one week in October. • The Transport Group are requesting that the LINK fund the questionnaire and postage needed. The aim of the questionnaire is to raise awareness of transport issues. Shelia asked if the Host Organisation had the facilities to reformat the questionnaire, analyse the responses and report the findings. They will need 500 copies of the questionnaire and 100 freepost envelopes. BW conformed that these resources are available. • SG agreed to assist with this project and have allocated £2000 to do so. • SH to send KA example report and confirm quotes received for external assessment and support to compare with the cost of Host Organisation support. <p>Survey</p> <ul style="list-style-type: none"> • Copy given to RB as requested by email <p>Website</p> <ul style="list-style-type: none"> • Covered in earlier part of meeting. <p>Community Engagement</p> <ul style="list-style-type: none"> • KA reported on her engagement activities and referred the SG to her engagement record; • RB suggested that there also needed to be a column on how many people joined the LINK and who decided to leave. <p>OSC Meeting</p> <ul style="list-style-type: none"> • SH informed the SG that the notes from the OSC are available for interested parties. 	<p>SH</p> <p>ASAP</p> <p>KA</p> <p>ASAP</p>
<p>Agenda item 5: Finance</p> <ul style="list-style-type: none"> • BW informed the SG that Martyn Webster would like to arrange a time to meet with individuals who wished to discuss the LINK Budget. • MC & RB requested that the budget be sent to the SG by Friday 5th June. All information is required for year end 31st March 09 and for 09/10 financial year Help and Care (HAC) to provide SG with the process they use when setting budgets- KA to liaise with HAC management team. • Agreed spending for Transport Questionnaire £2,000 as above 	<p>KA & BW</p> <p>05.06.09</p>
<p>Agenda Item 6: Transport – covered.</p> <p>Agenda Item 7: Publicity</p> <ul style="list-style-type: none"> • KA confirmed that the newsletter was sent to the LINK database as requested <p>Agenda Item 8: Work Programme:</p> <ul style="list-style-type: none"> • All members of the SG agreed that decision making training would be away forward. • KA to arrange time, Date and venue and circle it round to confirm. • SG to support the work of the Transport Group by assisting with the Questionnaire <p>Agenda Item 9: Inspection Team</p> <ul style="list-style-type: none"> • Not yet needed. <p>Agenda item 10: Annual Report</p> <ul style="list-style-type: none"> • Copy of AR handed to SG for suggestions and to get feedback. 	<p>KA</p> <p>ASAP</p> <p>SG</p> <p>12.6.09</p>

<p>Agenda item 11: Training Training Modules handed out to SG. All SG agreed that Decision making Training would be the first training session. KA to find time, date and venue to suit everybody and circulate to the SG.</p>	KA	ASAP
<p>Agenda item 12: Election of Chairman and Vice Chairman KA to email all SG members to find out who wishes to either nominate themselves or another member of the SG to become the Chair.</p> <p>Thank you very much to RB for all his help.</p>		
<p>Agenda item 13: Future Meeting Dates KA to find a time, date and venue suitable and circulate it to the SG</p>	KA	ASAP
<p>Agenda item 14: AOB BW informed the SG that (HAC) will be interviewing on Wednesday 17th June for Regional manager and asked if anyone wished to assist on the day.</p> <p>Actions: KA to circulate an email to the SG</p>	KA	05.06.09