

Local Involvement Network (LINK) for Health and Social Services in Windsor, Ascot and Maidenhead

Steering Group Meeting Notes



Wednesday 30th September 2009 6pm-8.00pm Maidenhead Town Hall, Maidenhead

Present: Trisha Dervan (TD), Jazz Khan (JK), Doreen Joel (DJ), Sheena Hesta (SH)
M Copeland (MC) Brian Hugget (BH)

Host Organisation: Kayleigh Argyle Development Officer (KA); Debra Ogles Communications and online support Officer (DO) Billie Reynolds (BR)

Apologies: Anita Li (AL), Andrea McCombie-Parker (AM); Zena Pike (ZP) Karen Mustard (KM); Tracy Morgan (TM)

Not Present:

Agenda Item 1: Welcome, Introductions & Apologies

It was agreed that there were no additional items for the agenda

Agenda Item 2: Approval of Record of Meeting 27/8/09

Deferred, SG members did not have copies of the last Mins to refer to.

JK: requested that H&C should be responsible for bring sufficient copies of all relevant paperwork to the meeting

Agenda Item 3: Matters Arising

Website: JK: Felt that at present the website does not contain enough content about the WAM LINK, It has to be brought up to date with information relating to the area.

DO: I have been working hard to bring all the areas on the website up to date and to make the information as accessible and informative as possible. If any members of the SG have material that relates to the WAM LINK which they think should be on the website, please can they contact me

A long discussion ensued about what would happen to the website in 2011 if H&C are no longer the host to that WAM LINK.. DO: explained that information from the data centre, relating to the participants would be passed to the next provider, .however we can not answer the question about what would happen to the website, we will need NF to establish and feed back to the group. **ACTION NF of H&C** BR: Since H&C are likely to remain the host until 2011 which is 2 years away should we put this problem to one side and get on with the job we are supposed to be here for now, which is to collect and collate issues on health and social care so that we can process them and report to the LA and NHS

JK: Expressed his deep concerns about this situation and asked the SG members to contact him with any concerns they might have.

Agenda item 4: Activity Reports.

1) St Marks MIU: No updated information is available from SH.

2) Hospital Transport: No update available. From SH. MC: made the group aware that the new pan Berkshire hospital transport strategy was a long way behind schedule, with the current agreements coming to an end there had apparently been no constructive action on behalf of the LA to ensure that new agreements would be ready to implement, which would of course both delay and complicate the tendering process. **ACTION Kayleigh to contact council and ascertain the situation and what progress has been made to implement new provision when the existing agreement ends**

3) Survey: No update available. From SH

4) Website: Discussed in agenda Item 3

5) Community Engagement: KA: Reported her activities to the group,

I have a meeting arranged with Fiona Winrow on 20/10/09, possibly to arrange an event in conjunction with Fiona, to bring representatives from the groups she supports together, to meet so that we raise the awareness of what we as LINKs are trying to do, and to sign up more active

participants to help with the work we need to do and to gather more issues and concerns which are affecting them and their members.

I have also been busy signing up lots of new people for the LINK.

I am beginning to looking at an issue, the situation of homeless people within the Borough, at present I am researching the situation and am I looking for other organisations that have an interest to participate. The police will be interested to work with us on this. DJ: Commented that Kayleigh has been working hard and this could be an important issue for these people who need help, so well done Kayleigh

6) OSC Meeting: No report has been received by KA from SH about this meeting.

JK: Felt that we need to be in touch with SH and find out what help she needs to move the projects forward. **ACTION Kayleigh to contact SH**

Agenda Item 5: Finance:

KA: emphasised to the group the need use the budget that is available before the end of the financial year. BH: But we need to have a workplan in place which indicates how the monies will be allocated and spent. Does this fit in with the LINK remit? KA: We do need the workplan.

MC: There is a need for First Responders, for first aid, in the Borough could we help with training first aiders? BH: I would understand that it would be for the LINK to validate and highlight this issue, but it should not be run by the LINK.

MC: Asked who is the new contact as the council? BH: John Scaife will be in post by mid October. KA: Suggested he should be invited to attend the next meeting since his predecessor had been to a meeting of the SG. BH: also expressed an interest in how active and do we have input from the WAM reference group. KA: Requested money to budget for providing incentives to encourage people to register with the LINK. **ACTION the group agreed a sum of £100 towards this.**

Agenda Item 6: Transport:

No Update carry forward to next meeting

Agenda Item 7: Publicity: DO: Asked if any members of the steering group would be happy to volunteer any time to join a Marketing Sub Group, so that a clear marketing strategy could be implemented that was tailored to the needs of WAM. Nobody from the SG offered to take part or volunteer any time for this

DO: The bus campaign will be starting on 17/10/09, it will run for 8 weeks and will cover the whole of Berkshire to increase the LINK profile, Local buses in WAM would carry contact details for the WAM LINK BH: Asked about using the various information video screens in the Borough

DO: I am in the process of contacting the relevant person at the LA to arrange this. MC: Asked about placing advertisements in empty shops in the town centre. **ACTION DO will investigate**

BH: Felt it was important to use the most successful medium; are we aware of what gets the best results?

Newsletter: KA: Told the group it should be ready to distribute shortly, however I am waiting for JK to send me the statement he wished to be included in the newsletter and for pictures of all the members of the SG.

AGM: The group decided that it would not be appropriate to hold an AGM at this time, but that they should plan a public event of some kind to promote LINKs. A general discussion took place about venues and who to involve. Some of the ideas discussed seemed to be more about involving and promoting a wide range of local charities. However the group felt that an event should have a clear focus. Norden Farm was considered to be a possible venue for such an event; however October as a date is unrealistic so we should be looking at November.

BR: Suggested that the SG should set up a sub Group to work on this event.

There were no offers of support from the members of the SG to work on this project

Agenda Item 9: Inspection Team: DJ: Shared with the SG that she had attended the traing and she was very impressed by the quality and content. KA: confirmed that we have 3 people trained for the Enter and View team.

MC: Informed the group that the ambulance services are not carrying out visits while the flu pandemic continues.

Agenda Item 10: Training

KA: Reminded the group about the website training that has been arranged for 5/10/0. MC; Said that he would be attending JK: Requested more notice for training events. This training had been arranged at the request of the group and the information about the event passed to the SG 6 weeks ago,

Agenda Item 14: Future Meeting Dates: The group decided unanimously to continue having meetings in the evening.

The Next Meeting will be:

6pm-8pm on Wednesday 28th October