



Your voice on local health and social care

Windsor, Ascot and Maidenhead LINK Steering Group Minutes Tuesday, 7th July 2009

| <p>Attendees: Roger Battye Chair (RB), Brian Huggett (BH), Jazz Khan (JK), Doreen Joel (DJ), Help and Care: Kayleigh Argyle (KA); Barbara Wade (BW); Martyn Webster (MW) Apologies:</p> | | | | | | | | | |
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| <p>Agenda Item 1: Welcome, Introductions & Apologies RB took the chair pending JK arriving and welcomed all to the meeting. Apologies received as above. It was agreed that only items NOT requiring decision would be discussed as the meeting was not quorate.</p> | | | | | | | | | |
| <p>Agenda Item 2: Approval of record of meeting 3.6.09 Notes from this meeting agreed as a true record. Action: There was discussion around the style of the notes and it was agreed that JK and KA will look at this; it was noted that KA produces the meeting records very quickly. Action: Where amendments to previous notes have been agreed at a subsequent meeting, these notes should be amended and brought back to be signed as correct.</p> <p>Matters arising from previous meeting: Meeting Fiona Winrow (FW)</p> <ul style="list-style-type: none"> KA is arranging this but the group was unsure as to the reasons for the meeting. Action: KA agreed to contact FW and establish the purpose of the meeting. <p>Feedback from CQC event in June</p> <ul style="list-style-type: none"> KA advised that, despite an extensive mailshot in excess of 400, only 16 people attended this event. The event felt unwelcoming and did not seem to meet its remit. KA is gathering feedback from those attendees and will share this with the CQC and RBWM. In response to a question, KA confirmed that no members of the LINK Steering Group had attended. <p>Annual Report</p> <ul style="list-style-type: none"> RB advised that there were a number of inaccuracies contained within the report. Action: it was agreed to deal with these outside of the meeting through email or a separate meeting. <p>Website:</p> <ul style="list-style-type: none"> There was discussion about the suggestion that a representative from each of the five Berkshire LINKs form a working party to look at improvements to the website; the group agreed to become involved with this but wished to retain the right to make decisions independently. It was explained that it was envisaged that the working party would bring suggestions back to each LINK for discussion before any decisions were made. Action: The group agreed to send a representative and KA will invite nominations from the group. | <table border="1"> <thead> <tr> <th style="text-align: left;">Person Responsible</th> <th style="text-align: left;">Deadline</th> </tr> </thead> <tbody> <tr> <td>KA</td> <td></td> </tr> <tr> <td>BW/KA/RB</td> <td></td> </tr> <tr> <td>KA</td> <td></td> </tr> </tbody> </table> | Person Responsible | Deadline | KA | | BW/KA/RB | | KA | |
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| KA | | | | | | | | | |
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| KA | | | | | | | | | |
| <p>Agenda Item 4: Work Programme Activity Reports 6.1 St Marks Hospital MIU: The MIU survey took place as arranged between SG members and an interim report has been issued which will be shared once agreed between those involved in the surveys.</p> | | | | | | | | | |
| | <p>St Marks Hospital Sub Group</p> | | | | | | | | |



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| <p>6.2 Transport Survey: Deferred to next meeting pending report from Transport sub-group. It was confirmed that the expenditure had been agreed by the LINK Steering Group.</p> <p>6.3 Community Engagement: KA updated the group on her engagement activities since the last meeting and MW invited members to look at the amount of interest KA had generated in the WAM LINK, signing up 85 people over one weekend. There was discussion around the types of membership and MW reminded those present of the intention that LINK was not a membership organisation but a tool for engagement and involvement on 'your own terms'.</p> | <p>Transport Sub Group</p> |
| <p>Agenda item 5: Finance RB asked MW what had happened to the underspend from the transitional work through Envolve. MW explained that Help and Care had been asked by the Local Authority to invoice for this sum and agreed to confirm that this has been done and where this sum is being held. Action Action: It was agreed that Budget reports should go out with the meeting papers to enable the Finance sub-group to examine them before the meeting.</p> | <p>MW KA</p> |
| <p>Agenda Item 6: Transport</p> <ul style="list-style-type: none"> Covered in Agenda Item 4 | |
| <p>Agenda Item 7: Publicity KA outlined some of the marketing ideas that she has been working on and they were agreed as new and innovative. The group asked KA to continue work along these lines. There was discussion around the newsletter and KA and BW agreed to draft a suggested format.</p> | <p>KA</p> |
| <p>Agenda item 8: Inspection Team Standing Agenda Item pending decision</p> | |
| <p>Agenda Item 9: Training It was agreed that the next meeting would include a training session on Decision Making; venue, date and times to be confirmed. Action.</p> | <p>KA</p> |
| <p>Agenda item 10: Election of Chairman and Vice Chairman Jazz Khan agreed to chair the next meeting. Action: This item to be included on the next meeting agenda.</p> | <p>KA</p> |
| <p>Agenda item 11: Future meeting dates: Dates have been set for the remainder of 2009 and will be issued with the next meeting papers; the next meeting will be on 30th July 2009 from 5pm and will include a training session. There was discussion about the need to have an AGM and this will be discussed further at the next meeting.</p> | <p>KA</p> |
| <p>Agenda item 12: AOB There was none.</p> | |
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