

**Minutes of the Welcome Meeting of the Somerset LINK Stewardship & Priorities
Panel Group Members
Tuesday 12th April 2011
5.30pm – 8pm at Hambridge**

In attendance:

Stewardship Group: Diane Jepson (Chair)
Barry Derrick, Richard Buckley, Anne Woodford & Lorna King

Priorities Panel Group: Bob Champion, James Bentley, Elaine Hodgson

Help and Care (Host): Stephen Letchford, Lucy Nicholls, Jono Yelland & Theresa Stanton

Apologies: Karen Rockell, Margret Parsons, Penny Rawson, & David Boyland

Item:	Detail:	Action:
1.	<p>Welcome: Steve thanked everyone for attending. He explained that the previous Stewardship group had been getting smaller and smaller and thus not quorate. We could now set things in motion with new and more members. He then handed over to the new Chair of the Stewardship Group, Diane Jepson.</p>	
2.	<p>Di introduced herself and started off the meeting by explaining that all new members are a part of Somerset and therefore represent everyone and not just their own views. She then asked everyone to introduce themselves and say a little about what they do.</p>	
3.	<p>The minutes from the previous meeting were briefly looked at, as the meeting was not quorate at the time.</p> <p>Minutes of last meeting: Item 4 – it was noted that Chris Boote, Chair of Plymouth LINK was the new South West LINK Rep for the National Health Watch Advisory Board.</p>	

Item:	Detail:	Action:
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Lucy and Jono went through their **Project Updates** and explained to anyone who was not familiar with what they had achieved last year. Lucy will do a more recent update ready for the next meeting.

Di asked for a list of acronyms as not everyone was familiar with the abbreviations

Lucy

Steve said that we are looking for any LINK reps for any future projects which we are involved in.

Bob mentioned that he was involved in other connections and groups and that some of them might be useful to the LINK.

Item 6: Musgrove Quality Accounts: Lucy explained that Quality Accounts meant quality of service and feedback from patients. The LINK has not been involved in this before, and maybe we should in future? It would involve a working party and perhaps a good idea to involve PALS. Jono also suggested involving Mind.

Item 7 Sign off Governance/Terms of Reference Accounts:

Steve explained the reasoning behind this document. It acts as a guide for members and to combat any criticisms or arguments. To have a set of ground rules for certain events and issues, plus it helps to make everything more professional, although it is not legally binding.

Items 2&10: Forward Planning: Lucy said that we should set dates for meetings in advance for the following year. (to be addressed later)

Item 9: Budget: Steve said that the host contract with the Somerset LINK had been rolled over but the budget had not been clarified as such. We still do not know the budget for SG.

Richard asked about the under spend from last year, was this carried forward to this year?

Steve explained that he had deliberately created an under spend last year in order for it to be used to top up the budget for this year, guessing that our budget would be cut. This has been agreed verbally but as yet not in writing.

(Di asked Lucy to link the minutes with the new current minutes)

THERE ENDED THE REVEIW OF THE MINUTES OF THE LAST MEETING!

4. **THIS MEETING:**

Brief introduction to the LINK & the structure:

A LINK Structure Diagram was handed out and Di asked if there were any questions.

James asked how many were on the Priority Panel?.

Lucy replied that there were 5. The SSG needed to think about anyone else who might be interested in joining, as there were a few people who couldn't make the selection event, but who were interested. The SSG

Item:	Detail:	Action:
	<p>would need to look at what process they would use to elect them – e.g. some sort of interview process? It was agreed to put this on the Agenda for the first meeting of the Stewardship Group.</p>	
5.	<p>There followed various leaflets and paperwork which were handed out for members to sign:- Code of conduct for LINK Participants: “The seven Nolan Principals” were discussed. Skills Audit: which will supply more information about what members think they are good at. Volunteers Resume: A small picture will go with this and will be included in the next Newsletter. (with signed permission) Expenses sheet: to be filled in once a month please. It was noted that if uncertain about attending meetings and claiming for expenses, then this would need to be clarified with the SG before hand. Contact Details: with signed permission to use to pass on to other members. SG & PP information regarding what being a member entails. LINK Work plan 2011 – 2012: This is self explanatory and does not include any project which is more than a year old.</p>	
6.	<p>Communication: Ideas for the next Newsletter please, which will be written over the next month or two. Lucy explained that she is in charge of communication and that this means she is the one who will normally interface with the media. She also updates Facebook and Twitter. Please refer to her if you are asked by journalist to make a quote relating to the Link</p>	
7	<p>Training Opportunities: Lucy would like to offer Equalities and Diversities Training, which involves gender and ages etc. She will offer dates in the near future, everyone is welcome to attend.</p>	
8	<p>Setting dates for next Year: It was decided that Wed 15th June 2011 would be the date for our AGM. The venue would be (hopefully) ST John’s Ambulance Bridgwater at 6.30pm. – Theresa to book. It was decided for the SG to meet twice in the next month and thereafter once a month. Dates as follows: Tues 19th April 11.00am @ Hambridge Tues 3rd May 11.00am @ Hambridge Tues 31st May 11.00am venue to be decided</p>	Theresa

Item:	Detail:	Action:
	<p>Tues 28th June 11.00am venue to be decided Tues 26th July 11.00am @ venue to be decided Tues 23rd Aug 11.00am @ venue to be decided Tues 27th Sept 11.00am @ venue to be decided The PP would like to meet up the Thursday before the Tuesday dates, but were unable to set dates as their new Chair Karen Rockell was absent. Lucy will contact Karen to discuss.</p>	Lucy
9	<p>Any Other Business: Steve explained which days Somerset LINK Staff worked: Steve – 4 days Hambridge and 1 day Torbay Lucy - full time but often works from home Jono – 22 hrs and mostly works from home Theresa – 22hrs (Mon, Tues & Thurs) at the Hambridge Office.</p> <p>All the above are contactable by email and phone via the Hambridge Office.</p> <p>Lucy asked if anyone wanted to come to the Regional LINK meeting which is held at Taunton at the Albemarle 10-3 on Thursday 5th May. James and Derrick have booked a place.</p> <p>A letter from SCC was handed out re changes to Care Services. A copy of the letter will be circulated to all, either by email or by post.</p>	
	<i>Meeting closed at 7.20pm</i>	

Appendix A:

- Link to Governance Document for the Somerset LINK:
<http://www.makesachange.org.uk/submenu/somerset/about-somerset-link/somerset-link-governance.aspx>

Also attached to these minutes:

- List of Acronyms
- Letter from Somerset County Council about FACS
- HealthWatch Presentation from Lucy (for information only)

