

**Minutes of the Somerset LINK Stewardship Group
Held on Tuesday 3rd May 2011
11.00am**

In attendance: **Stewardship Group:**
Diane Jepson (chair)
Richard Buckley
Lorna King
David Boyland

Help and Care (Host): **Stephen Letchford**
Lucy Nicholls
Theresa Stanton
Jonathon Yelland

Non attendee: **Barry Derrick**

Item	Action
1. Apologies: Margot Parsons & Anne Woodford	
2. Minutes from previous SG meeting: Items not actioned were: Flowers for Carole – Theresa to discuss with Steve re payment. Lucy to write to interested people re co-opting to PP & SG Theresa to remind volunteers for signed paperwork Lucy to do a separate spreadsheet of the roles within the external Meetings. Minutes approved as a true record.	Theresa Lucy Theresa Lucy
3. Matters arising from minutes not on agenda: Concerns were raised that some volunteers' travelling expenses had not been paid.	Steve
4. Functions of PP and SG Groups:	Lucy

- **Increasing volunteers onto SG and PP groups outcome of letters:**
These were to be dispatched.
- **Agree interaction between SG and PP and monitoring of PP work:**
The first meeting for the PP group is 10 May – David to attend as SG observer.
- **Decision making process – review**
It was decided to wait and see how the process worked in practice at Priorities Panel meetings before reviewing it. Steve and Lucy are to look at the document with a view to making it more user friendly and were asked to add a section indicating how each specific work project relates to Healthwatch standards so that the additional value of work could be presented to commissioners.

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Work Plan:

- **Updated version – incomplete** as waiting for PP meeting,
Current version was discussed:
Building & encouraging our volunteers: It was decided to adopt a Red, Amber, Green scoring system for projects and work in progress, and target dates need to be added. A volunteer is needed to write a piece for the Somerset County Gazette.
- **Joint Strategic Needs Assessment:** Lucy met with the JSNA Technical Working Group last week. She reported that a high level of knowledge required for the workshops and that any volunteer involved would find the work difficult to comprehend at this early stage. It was proposed that Lucy continued to attend the meetings for the immediate future.
- **Equality Delivery System:** Lucy will do a briefing paper on this. Lucy
- **Enter & View:** The next step is to contact care homes that do not have good care practice, Care Focus have become involved and have come up with some good positive ideas.
- **Public Meetings:** A discussion was held on whether to have a speaker for these events and if so what subject.
- **Frome Health Forum:** Di will go to the next meeting. There is a new Health Forum planned for Minehead and will need a volunteer to attend and feedback
- **Patient Stories Project:** Lucy to speak to the Priorities Panel on 10th May. Lucy
- **Working with GP Commissioning Consortium:** We are still keen to

recruit a LINK rep to become involved in the PPG interim working group. A volunteer/s will be sought and a selection from those interested arranged as necessary.

- **Working with PPGs:** A list of PPGs was handed out and discussed.
- **Set dates for year SG meetings:**
 - Tues 25th Oct 2011, (Public Event).....
 - Tues 6th Dec.....
 - Tues 17th Jan 2012,.....
 - Tues 21st Feb 2012 (Public Event),
 - Tues 27th Mar 2012...
 - Tues 24th April 2012 ...
 - Tues 22nd May 2012.
- **Set dates for 2/3 public meetings:** Tues 25th Oct 2011 at Minehead and Tues 21st Feb 2012 at Taunton. (venues to be decided)
- **SG work focus May – July 2011:** The SG agreed to continue to meet once a month and to review this regularly. It was also proposed to have smaller sub group meetings if the work plan needed extra input, and to involve the PP group
- **AGM prep:** A discussion was held on who to ask and what subject to be a speaker for the AGM on 15th June. Lucy would ask for suggestions when she sent the next enews out. Lucy
- **Market the LINK in prep for Health Watch:** This has already been discussed.
- **Potential future projects for PP:** to be decided after the first PP meeting.

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Training:

PCT and Equalities & Diversities Training still needs to be arranged but again will wait for the first PP meeting on 10th May.

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Work Plan:

This was not available as the Somerset office had a power cut and were unable to print the details out for the SG to discuss and complete-. Di to look at this when it becomes available.

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- 8 **Feedback Sheets:**
Frome Health Forum and Somerset PCT meeting report were both looked at. It was agreed for a letter to be sent to Yeovil hospital expressing concern about increased waiting times. Steve
9. **Budget Update:**
The carry forward of the under spend from last year is still agreed, in principal, but as yet we still have nothing in writing. Steve is meeting with the commissioner on 13th May.
10. **Volunteer agreement returns re email etc:**
Agreed to chase up those volunteers who have yet to send their paperwork back in Theresa
11. **Review Governance Document:**
The lay-out for this needs to be changed, and it was agreed to go through the document with changes to the layout and content etc. Lucy & Di
12. **Administration:**
Content of minutes, and time scale of agenda's were discussed. Everyone was happy with the lay out of the minutes. Agreed to add footers/headers with dates.
13. **Rolling Agenda:**
It was agreed that the Budget would always be on a rolling agenda for all SG meetings.
14. **AOB:**
A conflict of interest was reported. Richard is a member of the Patients Association and felt that he could not act for the SG. He would like both roles to be kept separate. It was agreed to include Conflict of Interest in the next Agenda.
15. **The meeting closed at 1.15pm**

Meetings Agreed For Stewardship Group

- Tues 19th April 2011 @ 11.00am @Hambridge
- Tues 3rd May 2011 @ 11.00am @ Hambridge
- Tues 31st May 2011 @ 11.00am @ Hambridge
- Agm: Wed 15th June 2011 6.30pm. @ The Monks Yard, Horton Cross Farm, Horton Cross, Ilminster, Somerset, Ta19 9pt
- Tues 28th June @ 11.00am 2011 @ Hambridge
- Tues 26th July 2011 @ 11.00am -3.00pm SG Meeting 11.00am-1.00pm followed by Public Event at Frome Community Hospital, Enos Way, Frome, BA11 2FH
- Tues 23rd Aug 2011 @ 11.00am @ Hambridge
- Tues 27th Sept 2011 @ 11.00am @ Hambridge
- Tues 25th Oct 2011 - Public Event (Minehead) Venue To Be Advised
- Tues 6th Dec 2011 @ 11.00am @ Hambridge
- Tues 17th Jan 2012 @ 11.00am @ Hambridge
- Tues 21st Feb 2012 – Public Event (Taunton) Venue To Be Advised
- Tues 27th Mar 2012 @ 11.00am @ Hambridge
- Tues 24th April 2012 @ 11.00am @ Hambridge
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