

**Minutes of the Somerset LINK Stewardship Group**  
**Tuesday 11<sup>th</sup> January 2011**  
**5.30pm – 8pm**

**In attendance:**

**Stewardship Group:** Carole Hounsell  
David Boyland  
Rachel Witcombe

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

Item:	Detail:	Action:
1.	<b>Welcome:</b> A warm welcome was extended to everyone present.	
2.	<b>Apologies:</b> Brian Stother, Chris Evans	
3.	<b>Approval of Minutes of the last Meeting:</b> Minutes of the last meeting were discussed and amended. There were concerns from Steve that there was some confusion over what was recorded, particularly regarding the event which we discussed for the Spring. It was agreed to delete the sentence (under section 10) <i>"The SG agreed an event would be held the 1<sup>st</sup> week in March 2011 and that Lucy and Steve would discuss ideas with SG via email initially"</i> Also under section 10 the sentence <i>"Although acknowledged that getting together 50 plus interested people would be a good point from which to build"</i> was actually stated by Carole and not Steve. Under section 6 (Total Place Somerset) the sentence referring to Brian Stother expressing an interest in becoming involved in the project was also removed.	



Item:	Detail:	Action:
	<p>Jono's Update</p> <p><b>Enter &amp; View:</b> Reports are finished and finalised - great positive feedback. Agreed to look into Dementia Care Home Groveland. Also to look at improving access to the LINK from people in care homes.</p> <p><b>Mental Health Report:</b> The report has been sent to all commissioners and providers of services. Some positive feedback has been received. Jono has been invited to speak at the Patient &amp; Carer Experience Group in Taunton.</p>	
6.	<p><b>Musgrove Park Hospital Quality Accounts:</b></p> <p>We have not had any further information from Musgrove Park, but Musgrove still want us to be involved. Hospital discharge will be our priority area. Carole noted that in the new Shepton Mallet GP contract it was stated that all GPs would be informed within 24 hrs of a hospital discharge.</p> <p>David asked if there was any interest by other trusts, Jono replied that at the moment we had not been invited to comment on any others.</p> <p>Jono and Lucy have a meeting with Philip King.</p> <p>It was agreed that Jono should write to Yeovil re Quality Accounts.</p>	(Jono)
7	<p><b>Sign off Master Governance Accounts:</b></p> <p>Copies of the Governance accounts were sent out to all LINK members for comment and agreement. There had been some positive comments and no objections to the new document had been received..</p> <p>The Master Governance Accounts was signed by Carole and witnessed by David.</p>	
2 & 10	<p><b>Forward Planning Project &amp; Plans post Mar 2010/11 – work plan SG PP Recruitment discussion:</b> (combined both 2 &amp; 10 as similar)</p> <p>Steve said that as some of the projects which we have been working on are coming to a conclusion at the end of March, some had spin offs with the opportunity for further LINK work and others such as Enter and View would continue into the new financial year. He suggested that we should be considering the LINKs work plan for the new year as this informs the Host work plan.</p> <p>Carole suggested taking the project plans for this year and carrying them forward, and maybe repeating some. Put this together in a document and allocate a rough budget against some of them.</p> <p>Lucy reported that there is unlikely to be funding for the Community Chest to be repeated next year.</p> <p>Jono said that he had received a concern - via an email - that other members of the LINK should be made aware of what the SSG entails and also when the meetings are going to be held and to do this in advance.</p>	

Item:	Detail:	Action:
	<p>Carole proposed that we must hold a meeting to get other LINK members involved, and that once they do attend then it would be easier to ask them in person what is of interest to them.</p> <p>A discussion was then held on the best way forward to get others involved.</p> <ul style="list-style-type: none"> <li>• Make sure that we have actual projects for them to do</li> <li>• Put together an outline and email it to everyone</li> <li>• An open meeting for members and maybe a speaker</li> </ul>	
9	<p><b>Budget::</b></p> <p>A copy of the Budget was handed out and discussed. Currently we have an under spend of £11,000. It was agreed to increase the transport budget.</p> <p>Carole proposed that we spend the Events budget of £2000 on a meeting to get other LINK members involved (see above). To hold such an event before March and to ask people what projects they would be interested in. David stated that he would like to lead and organise this.</p> <p>It was also agreed that all LINK members who volunteer to attend outside meetings should be invited to attend the SSG meetings and discuss their reports. The report should also be available on the web.</p>	Lucy
11	<p><b>Any Other Business:</b></p> <p>Carole proposed writing a letter to the following:</p> <ul style="list-style-type: none"> <li>• Somerset Partnership – Re: absorbing Community Health, and our involvement;</li> <li>• Taunton Hospital: - Re: new Build;</li> <li>• Wyvern Health: - Re: Pathfinders.</li> </ul> <p>Jono explained that a email had been received from a LINK participant asking if other members of the LINK should be made aware of what the SSG entails and also when the meetings are going to be held and to do this in advance had asked SG contact details to be made available on the website. As these were private/home email address the SG did not think this appropriate. Steve pointed out that if necessary detail could be provided via the Host providing the appropriate consent of the individual was provided. It was pointed out that any LINK participant can attend and observe the SG meeting and that dates for the next meeting are on the minutes which are posted on the web</p> <p>Rachel mentioned that there was an open meeting on 19<sup>th</sup> Jan regarding a new surgery site for Shepton Mallet. The money is still available to build this new surgery. At the moment there are 6000 patients but it is</p>	Lucy

Item:	Detail:	Action:
	<p>anticipated that over the next 20 years it will rise to 9000 plus.</p>	
.12.	<p><b><i>Date of Next Meeting:</i></b>            Tuesday 15<sup>th</sup> February 5.30pm at Hambridge</p> <p>A special meeting date should be set for the Event            Steve and Lucy to discuss dates and email Carole and David</p>	<p><b>Steve/ Lucy</b></p>