

**Minutes of the Somerset LINK Stewardship Group  
Held on Tuesday 31st May 2011  
11.00am**

**In attendance:**                      **Stewardship Group:**  
**Diane Jepson (chair)**  
**Anne Woodford**  
**Margot Parsons**  
**Lorna King**  
**David Boyland**

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

**Non attendee:**                      **Barry Derrick**

<b>Item</b>	<b>Action</b>
1. <b>Apologies:</b>  Jono Yelland & Richard Buckley	
2. <b>Minutes from previous SG meeting:</b> Items not actioned were: Item 3 – Although volunteers’ expenses had now been paid, some had received them via a cheque and not through bacs despite supplying this information. Item 5 – Equality Delivery System – we are still awaiting a briefing paper on this. Item 11 – Review Governance document - still to be done  Minutes were approved as a true record	          <b>Steve</b>  <b>Lucy</b>  <b>Theresa &amp; Di</b>
3. <b>Matters arising from minutes not on agenda:</b> There were no matters arising.	

4.

**Feedback from meeting with Commissioners:**

Steve, Martyn, Lucy & Di met with Janine Gamon – the new Commissioner.

Positive points were:

- Agreed to take the under spend forward
- Looking for good robust projects with positive outcomes
- Evidence on why and how projects will benefit the people of Somerset
- Good reasons why we should attend external meetings
- Di will meet with her again on 22<sup>nd</sup> June – this was deemed very beneficial for the Chair to meet with the commissioner in the future.
- Next CRM 29 July

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**Feedback from listening event (London):**

Di attended this meeting which was for all Chairs of the LINK. Questions were prepared beforehand from each LINK.

Feedback:

- Good for networking
- No extra money to go into HealthWatch (same as LINK budget)
- None of the questions were answered – just noted, so there was no outcome. A summary will follow by the end of this week.

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**Budget Update:**

A budget proposal for the LINK was produced and discussed (see attached)

A Monthly LINK budget is produced by Help and Cares finance teams which Steve will share at future meetings.

The LINK budget allocations to activities and projects were agreed by the Stewardship Group. Both the SG and PP will need to monitor requirements against projects and project plans closely. Allocations of funds will be reviewed and alerted as required during the financial year. The Enter & View project budget proposal was reduced by £1,000. Steve and David meet regularly to discuss budget issues.

**Work Plan Updated:**

**Volunteer base including outcome of letters sent** – There was one positive response to the letters which we sent out to people who had expressed an interest in joining the LINK. Josephine Nicholls will be attending the meeting on the 8<sup>th</sup> June.

Interim GP Consortium commissioning board – Diane has been attending this in the interim while we have been recruiting for a permanent volunteer for his role. David Boyland has volunteered for this role. We are waiting to see whether there is any interest from the PPGs but if not, David will be willing to undertake this role.

Di expressed a concern that the distance she travelled to participate in the LINK meant that her travel expenses would be high and that she would be willing to step down as Chair for this reason. The consensus of the group was that the demographics of Somerset meant that expenses could not be avoided and that no one willing to participate should be excluded or out of pocket.

Action  
Lucy

It was decided that the SG Agenda was too large for one meeting and many small issues it might be resolved by setting up a small sub group to address them. These issues would then be discussed and brought before the main SG for final approval. This was agreed.

The subgroup will discuss:

- How to allocate volunteer work:
- Agree Action on requests for LINK attendance at meetings
- Agree Action on requests from external speaker
- Project Decision making process – review
- Sub Group's Function, Feedback

Steve Haig from the Alzheimer's society has offered to speak at the LINKs public meeting on the 26 July. He has also invited 2 volunteers to attend a dementia awareness meeting on 4<sup>th</sup> July to start off dementia week. Further information is awaited and will be disseminated once received

Chard Intentional Peer Support has a meeting at Chard on 28<sup>th</sup> July. Lorna has expressed an interest attending this. Lorna was asked to provide more information if she wished to attend this on behalf of the LINK.

Action  
Lorna

Patient Association Ambassadors: There is a workshop on Thurs 16<sup>th</sup> June. Anne expressed an interest in this, but needed to find out more about it.

**LINK Representatives (leads) report:** The PP have scored and decided

on a number of projects and await the SG to agree the budget allocation. The budget allocation was agreed and some project leads identified from the SG. The SG have asked that the PP take the lead in other projects or joint lead on those already allocated. They also require that the project leads, with the support of the Host to further develop projects plans.

- The Enter & View project leads were agreed.

Project leads agreed:

- Building & Encouraging our volunteers – Anne Woodford
- Joint Strategic Needs Assessment – Di Jepson
- Equality Delivery System – Di Jepson
- Enter & View – David Boyland
- Link Public Meetings – Lorna King
- Patient Stories – Karen Rockell
- Working with GP Commissioning Consortium – David Boyland
- Working with PPG'S – Lorna King & Anne Woodford
- Each person will need to do a report of the meeting and report back to the group.

**Agree Costs for Future Projects:** Future project costs would be agreed one the PP had had the opportunity to agree and ratify project proposals.

**Suggestions for future projects:** as follows:

- HealthWatch
- Development Work Engagement
- Quality Accounts

#### **AGM Agenda:**

The draft agenda was agreed. It was decided that the refreshments for those participating in the AGM would be Tea/Coffee and biscuits only. The SG Chair will Chair the AGM. Host Staff (Lucy) agreed to present the work of the LINK over the previous year. Steve Thole of the Flexible Healthcare project (NHS Somerset) has offered to speak at the event..

#### **Feedback sheets/actions presented from meetings attended:**

It was decided that completed templates would be distributed via email and that only the salient points would be raised at the SG/pp meetings as necessary.

**Feedback from reports/projects completed:** These were discussed and recorded with a hard copy of all reports and electronic copies retained by

the office.

**Feedback/review comments received from the Public:**

There were no comments.

**Other Voluntary group's participation in SG/PP groups for discussion:** A concern was raised about the lack of voluntary groups participating in the SG/PP. A view was held that the reason for this was that the majority of voluntary groups have insufficient resources and volunteers to participate, but all groups registered with the LINK were informed of relevant work as it arose.

8. **Training:**  
Margret Grizzell will be attending the office on 5 July from 11am – 3pm to offer training on Involvement.
  
9. **LINK Annual Report:** This will be distributed via email when it has been written.
  
10. **Yeovil Quality Accounts:** This will be decided by the Sub Group.
  
11. **Somerset Community Health quality Accounts:** To be discussed by the Sub Group.
  
12. **Enter & View Update:** See above
  
13. **Patients Association Ambassadors:** This was discussed earlier

14. **AOB:** Anne volunteered to attend the PP meetings in future if needed to make them quorate.  
Volunteers' expenses was bought up regarding the excess amount of printing off documents at home. It was agreed that Anne would submit 50% of the cost of a new cartridge for her printer, but in the future hard copies would be sent out in the post of any documents which were deemed too large to print off at home.
- 15 **Meeting closed at 1.10pm**