

**Minutes of the Somerset LINK Stewardship Group
Held on
Thursday 6th August 2009**

In attendance:

Stewardship Group: **Mr John Murphy (Chair)**
 Mrs Carole Hounsell (Vice Chair)
 Mr Jon Clausen-Berg
 Mr Leroy Clifton
 Mrs Di Monaghan
 Mr Richard Pitman
 Mrs Rachel Witcombe

Help and Care (Host) **Mrs Vivian Reid**
 Mr Stephen Letchford
 Miss Beth Jerrett
 Mrs Patricia Starkey
 Ms Julia D'Allen

Apologies received from: **Mr Rafal Skarbek**
 Mr Jonathan Yelland

Item		Action
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1. **Introduction:**

A new full time Locality Manager, Stephen Letchford, and part-time (18½ hours) Development Officer, Julia D'Allen, introduced themselves to the group.

2. **Review of Previous Minutes:**

8. Third line – date should read 1st July 2009.

Approved - considered a true reflection of the meeting.

3. **Matters Arising:**

8. Recruitment:

With Beth Jerrett leaving, instability was expressed with Host staff, but now the new Locality Manager is in place, plus two new Development Officers, things should be pulled together.

The Group then enquired if the new Locality Manager would be flexible and willing to work evenings and weekends – the response being that he agreed to be flexible in his post, providing it met the criteria of his employer, Help and Care.

10. Practice Manager’s Meeting:

Viv and Rachel to telephone again with a work plan.

VR/RW

13. Equality &Diversity training:

It was felt that Rafal's offer of training was geared more to racial equality and it was agreed what was required was equality and diversity across the board. Richard offered to come up with the name of a local trainer.

RP

4. Budget – Proposed Changes:

John apportioned budget under spend from last year as per attached. It was then agreed a contingency needed for the unexpected.

JM

5. Recruitment & Co-opting of Member:

With the SSG being under represented as a group – need to decide how we move forward. Statement going out in newsletter asking registered members to contact us if they are interested in working with us on the SSG or Task and Focus Groups.

BJ

6. Election:

John Murphy said he would be stepping down as Chair of the group, but agreed to stay till end August. He still wishes to remain involved with the work of the Group.

SSG members should, therefore, start thinking about electing a new Chair as from September next.

ALL

7. Newsletter:

SSG Members:

As Chair, John Murphy has written a column for the newsletter going out next Monday. It is planned to have a different member's article every time.

ALL

8. **Marketing:**

a) Posters. Leaflets, etc.

2000 leaflets have now arrived. Posters received: 500 A4 - 500 A5 - 100 A3.

b) Distribution:

Beth to e-mail distribution list and SSG members to let her know which groups they can distribute to.

BJ

c) Posters:

Designer will leave middle of some posters blank for our own advertising

BJ

9. **Domain Name:**

There was a discussion about promotion of the domain for the LINK and Help and Care are looking into this.

Consideration is being given to purchasing somersetlink.org.uk domain to direct to SSG website. Viv to report on progress being made.

VW

10. **Countywide Gathering:**

Carole reported she had costed a catering package at Lyngfield House Conference Centre at £37 per day per delegate.

Suggested dates were Wednesday, 7th and Wednesday, 21st October next.

Hall & caterers also costed - not much difference.

After much deliberation it was agreed:

- LINKs needs a visible profile.
- The Road Show be held first
- The Countywide Gathering be deferred until November.

**ALL
DM/JD'A
CH**

11. **Trailer update:**

It was suggested this could be held in shopping malls, car parks, outside hospitals, tie in with library vans, etc. at different times of day/weekend.

DM/JD'A

Events could be advertised through district councils, in local papers, radio etc. Julia to help Di with trailer project.

BJ

12. **Plan of Work:**

Set up task forces to investigate broader themes.

Richard suggested 3 issues:

- Mental health service users – John and Rachel to investigate
- Maternity - **Carole to enquire if NCT might be willing to help** feed back **issues and concerns**.
- GP surgeries - disability access to buildings – questionnaires to go round asking for input. Richard to lead.

Trailer to advertise the issues and ask for information/experiences from public.

13. **Template of Involvement & Experience:**

SSG members to complete and return to Trish.

ALL

14. **Network Meeting, Exeter Racecourse – 9th September 200:**

John and Di to attend and report back.

JM/DM

Any Other Business:

Ask **PPI** members registered with LINK if they would be willing to represent LINKs on the various committees they sit on and feed back on our website. Steve meeting with Phil Brice and Margaret Grizzell of the PCT shortly when they will discuss this suggestion and **then approach individuals to seek their agreement**.

SL

Leaflets and posters – SSG members asked to help themselves and distribute.

ALL

Viv reported LINKs will be contacting selection of registered LINK members on a 6 monthly basis to identify gaps where groups are not being reached.

Commissioners concerned with staff turnover – and not happy with annual report, could be more 'jazzy'.

Members pointed out that it was a fair reflection as the Group had not met until late March 2009.

15. **Next meeting:**

Thursday, 3rd September 2009 at ViSTA 5.30 – 8pm

The meeting closed at 8pm

ALL