

**Minutes of the Somerset LINK Stewardship Group
Held on
Monday, 8 June 2009**

In attendance:
Stewardship Group: Mr Jon Clausen-Berg
Mr Leroy Clifton
Mrs Carole Hounsell
Mrs Di Monaghan
Mr John Murphy
Mrs Rachel Witcombe

Help and Care (Host) Mrs Vivian Reid (Acting Regional Manager SW)
Mrs Amy Morse
Miss Nicole Kirbyshire
Miss Beth Jerrett
Mrs Patricia Starkey

Apologies received from: Mr Richard Pitman
Mr Rafal Skarbek

Item	Action
1. SSG: Mrs Maureen Lloyd-Williams has, sadly, decided to stand down as a stewardship member.	
2. Minutes of Last Meeting: approved - considered a true reflection of the meeting.	
3. Matters Arising: Chair John Murphy appointed. Chair for this year agreed. Invite further SSG nominations in August, but get wider group together beforehand. Accelerate meetings while training – possibly meet more regularly. Proposed big open meeting in September and give presentation where we are and the way ahead. We need input on how to run things.	

4. **Marketing Strategy:**

Beth ran through the Marketing Plan/Strategy and requested input.

A meeting of registered members was proposed and 'soft targets' to be explored i.e. those groups of people we can readily reach to engage.

Beth to put together a draft Somerset specific leaflet/poster and obtain costings. **BJ**

Everyone to e-mail Trish with suggestions of three questions to go on leaflet. **BJ
ALL/TS**

Beth to e-mail members - ask what interests they have/find out their areas of expertise – if interested in helping without being on Committee. **BJ**

5. **Events and Meetings for Stewards to Attend:**

Jon Clausen-Berg volunteered to attend 'Developing LINKs as effective champions of dialogue' in London. On reflection it was decided that this was expensive and not essential at this moment. He was interested in attending Berkshire meetings too – liaise with Trish who will ascertain dates. **JC-B/TS**

Leroy Clifton to possibly attend 'Changing the Outcomes for Gypsy, Roma & Traveller Communities'. Leroy to liaise with Amy. Trish to arrange transport. **LC
AM/TS**

4 July Diabetes meeting – Jon Clausen-Berg to forward details to Amy for distribution. **JC-B/AM**

6. **Annual Report:**

First draft handed round - comments/suggestions to go to Amy **before noon on Friday 12 June 2009.** **ALL**

7. **LINKs Website:**

Rachel to liaise with Beth on posting issues requesting views/responses on our website. Beth to demo site at next meeting. **RW/BJ**

8. **Discuss a way ahead:**

Decided on Quorum of 5 with maximum of 12 on Committee.

9. **Training 18th June – Decision Making Tool:**

A Bournemouth trainer will be delivering the above – 1-4pm. Half an hour to be spared for business. **AB**

10. **Other Training:**
- Social Services/NHS – Phil Bryce willing to run through NHS and Social Service contact tbc. **AM/PB**
- Everyone to think about other training/information they require – either from outside organisations or SSG members. **ALL**
11. **Proposed Fixed Monthly Meeting Dates:**
- 18 June – 1-4
29 June – 5-8
13 July - 5-8
- Further meeting dates to be discussed/confirmed at 18 June meeting. **ALL**
12. **Agreement of Policy Templates:**
- Terms of Reference:** Agreed amendments:
- First page: ‘risk management procedure’ entry and inspection should read ‘enter and view’
- Second page: delete ‘Group “members” will comprise the following: x from xxx x from xxx’
- In the first line insert 12 as the number of people elected and ‘5 being required for a Quorum’
- Delete ‘Frequency of workshops/focus groups/meetings xxx Reporting’
- Under Process: this should read ‘The group will meet not less than 6 times per annum. Membership will be reviewed after 12 months to ensure representation remains inclusive.’
- Code of Conduct:** No agreed amendments made – document accepted and signed. Trish to photocopy and return originals at next meeting. **TS**
13. **Any Other Business:**
- Future meeting documents to be read:** to be e-mailed prior to meeting. **BJ/TS**
- Staff interviews:** being held 17 & 25 June. Panel of 4-5 required to score presentations and ask questions about them. John Murphy offered to attend both dates and Carole Hounsell on 17th June. **ALL**
- Staff Resignation:** Nicole advised she will be leaving on 12 June,

having been offered another position too good to refuse.

Some of the Issues Already Raised:

GP Surgery issues - appointment systems

Maternity facilities at Yeovil - not as much choice as in other areas.
Shepton Mallet cut back – now new mums only in for a few hours instead of a few days.

The public not knowing what help is available to them – especially mental health and dementia areas

NK

Nicole to type up issues so far received and e-mail them to SSG members.

14. **The Meeting closed at 8pm.**

15. **Next Meeting:**

Next SSG meeting will be held 1-4pm on Thursday, 18 June.

ALL