

**Minutes of the Somerset LINK Stewardship Group
Held on
Monday, 11 May 2009**

In attendance: Stewardship Group	Mrs Carole Hounsell Mr John Murphy Mr Richard Pitman (First half only) 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 Jon Clausen-Berg Mr Leroy Clifton Mrs Maureen Lloyd-Williams Mrs Di Monaghan Mr Rafal Skarbek

Item	Action
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1. **Notes of Last Meeting:**

It was proposed that as these are now put on the website a more formal approach was required.

Deletion of repeated 'Apologies' required, and clarification of the first paragraph under 9 on page 6 which now reads: 'Amy ran briefly through the agenda and suggested we dealt with meetings, budget and expenses. 'Must dos' to include Code of Conduct, Decision Making (a good team exercise) – Complaints Management and Enter and View.' Nicole asked if everyone was to be trained on Enter and View or just the groups. **TS**

The suggestion that certain items be removed from the last notes was rejected as it was felt this would not reflect the true content of the meeting.

2. **Matters arising:**

Management Structure:

Amy Morse, Development Officer, reported she would be

leaving LINKs on 12 June due to relocation abroad.

Advertisements will appear in local papers next week for a full time Development Officer, Line Manager and an additional 0.5 Development Officer.

The new Manager's role rather than part-time will now be full time, working 4 days in Somerset and 1 day in Torbay – depending on the business requirements.

In the interim period Vivian Reid said she would be standing in for Martyn Webster, Regional Manager, for 3 months and could be contacted with any queries or problems, etc.

Budgets:

Copies of the SSG budget were handed round.

Vivian explained the total available of £52,972 included £11,452 brought forward from last year.

The SSG will decide how this is to be spent - eg task and finish groups, to purchase research, etc.

ALL

There were various sub headings to which the SSG will be able to allocate amounts when these have been worked out – eg cost of room hire, postage, stationery, etc. John Murphy and Richard Pitman offered to help with the budget.

JM/RP

A figure of £16,535 is earmarked for Marketing and Promotion and Beth will be working with the SSG to put together a marketing strategy.

SSG/BJ

3. Stewardship Group - Getting Started

4.1 Develop Agreed Terms of Reference to include:

Meetings:

It was suggested two proposals to be put together for twice monthly meetings whilst getting training and governance underway, alternating between three hourly daytime and evening sessions, split between business and training.

AM/TS

The venue to remain at Vista for the time being.

It was requested that a Host Member be the SSG Treasurer	LM
It was proposed that an e-mail be sent to all SSG Members requesting volunteers to take up the position of Chair, which term would run until our next election.	AM/TS
It was decided Agenda preparation should be by the Chair in conjunction with the Locality Manager and SSG members.	CHAIR/LM/SSG
Once the Chair is in office Meetings in public to be arranged, and representatives invited to talk, without having voting rights.	
Trish to continue with minute taking – SSG to decide on format	SSG/TS

Governance:

Code of Conduct :

SSG to study this and any changes required to be discussed at the next meeting.	SSG
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Annual report:

There is a legal obligation for every LINK to produce an Annual Report by the end of June. A draft will be put together and presented to the SSG and wider LINK for consideration. This will then go to the Commissioners and powers that be.	ALL
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4. **Any Other Business:**

In terms of going forward it was felt we need to

- Be looking at getting opinions of the people in Somerset - possibly by questionnaire reporting on health sites – enabling the public to log onto the website and input reports on any issues they have.
- Look at the old PPI work plan – what was suggested - any recommendations, and were they carried out.
- Undertake more work on the social care side
- Find the direction in which health and social care is going
- Establish issues in Somerset

In view of the absenteeism in these early stages of the SSG it was felt not enough commitment was being given – Host to follow up on reasons for absence. **AM/NK**

It was also felt the Host should dictate governance, which will be taken on board. **VR/AM/NK**

Amy and Nicole then handed round copies of their diaries listing meetings to which some SSG Members may also wish to attend. **ALL**

Beth then referred to the press release she had put together for ‘Volunteers Week’ - to plug sign up and have your say in Somerset on which she asked for comments by 26 May. This release does mention names and areas of SSG Members who, if they have any calls from journalists should refer them back to Beth. **ALL**

Another Newsletter will be produced at the end of this month and any suggestions or submissions for this should be received before next Monday, 18 May. This will include a run through of first meetings, training and governance. **ALL**

6. Training Session:

A training session then followed on “Understanding the System and Being Accountable” – Part I.

The meeting finally closed at 8.30pm

NEXT MEETING TO BE HELD AT VISTA ON 8TH JUNE FROM 5PM-8PM.