



**Friday 1st May 2009, 10am
Maidenhead Town Hall,
St Ives Road, Maidenhead**

<p>Attendees: Roger Battye Chair (RB), Brian Huggett (BH), Karen Mustard (KM), Trisha Dervan (TD), Jazz Khan (JK), Doreen Joel (DJ), Ed Thompson (ET), Help and Care: Kayleigh Argyle (KA); Jo Courtenay – RM (JC) Apologies: Tracey Morgan (TM), Mike Copeland (MC), Richard Byrnes (RB)</p>		
<p>Agenda Item 1: Welcome, Introductions & Apologies RB welcomed all to the meeting. Apologies received as above. All present agreed that RB would chair the meeting. RB asked if any one present had any declaration of interests to declare. No declarations were made. KA to send out declaration of interest forms to SG for completion; these documents would be held on record and would be available at every meeting. Each meeting agenda will include an opportunity to update the list of declared interests.</p>		
<p>Actions: KA to send out declaration of interest forms to SG</p>	<p>Person Responsible KA</p>	<p>Deadline ASAP</p>
<p>Agenda Item 2: Verification of meeting notes Notes from 16.03.09 agreed as a true record.</p>		
<p>Agenda Item 3: Matters arising from meeting 16.03.09 It was agreed that, wherever possible, reports will be circulated with the meeting agenda at least one week before the meeting to allow time for attendees to digest and non-attendees to make comments.</p> <p>Right of Entry</p> <ul style="list-style-type: none"> JC advised that discussions were held with the PCT/LA about their responsibility to inform service providers about the LINKs right of entry. Positive response received. RB advised that he was in conversation with the PCT regarding the positive value the LINK could bring to services provided. <p>MIU questionnaire</p> <ul style="list-style-type: none"> RB advised that the LINK would have involvement in the survey being produced to capture views on the MIU services being delivered from St Marks Hospital. However, RB could not advise when this action would be completed. <p>Transport Project Plan</p> <ul style="list-style-type: none"> RB had explained role to Task and Finish Group (T&FG) through his email dated..... which KA had forwarded on <p>Letter to Reference Group – JC advised that this letter had not been sent out as agreed following previous meeting and subsequent communications with SG.</p> <p>Website User Group</p> <ul style="list-style-type: none"> JC advised she did not have any update for the group. RB advised that the LINK has identified “problems” with the website. RB has communicated his concerns to Help and Care (HAC). <p>RBWM Website</p> <ul style="list-style-type: none"> ET thanked LINK for their involvement in providing information for their website. ET will investigate if a LINK to the LINK page can be established on the front page of the website as at present you need to know where to find the information. <p>Meeting Fiona Winrow (FW)</p>		
	<p>Person Responsible BW</p>	<p>Deadline At next meeting</p>
	<p>Person Responsible KA</p>	

<ul style="list-style-type: none"> JC advised that due to time constraints a meeting had not been organised with FW. KA to follow up. <p>Newsletter Covered as an agenda item.</p>	<p>ASAP</p>						
<p>Agenda Item 4: Finance</p> <p>RB asked JC to explain why the LINK had less money than they originally thought for the period 2009/10. JC explained that due to the way in which the tendering document had been presented, funds allocated for 'Marketing and Website' had had to be allocated to the LINK discretionary budget. These funds were subsequently used for their intended purpose. ET explained, in detail, that the HOST expenditure had been agreed and the also the contract monitoring process.</p> <p>KA to provide 2008/09 accounts (not budget) by the end of May 09. RB stated that the SGH should have been consulted by the LA about the transfer of funds from the discretionary total.</p>	<table border="1"> <thead> <tr> <th data-bbox="1129 472 1273 533">Person Responsible</th> <th data-bbox="1321 472 1417 533">Deadline</th> </tr> </thead> <tbody> <tr> <td data-bbox="1129 667 1165 696">KA</td> <td data-bbox="1321 667 1401 696">May 09</td> </tr> </tbody> </table>	Person Responsible	Deadline	KA	May 09		
Person Responsible	Deadline						
KA	May 09						
<p>Agenda item 5: RBWM Service inspection</p> <p>ET thanked the SG for the invitation to attend meeting. ET advised SG that the RBWM would be inspected by the Care Quality Commission (CQC) in June. One of the requirements for the inspection will be that the LA must demonstrate how they are engaging with the LINK. The CQC has approached Help and Care requesting their assistance in facilitating an Open Forum event for the community of the Royal Borough. HAC's role will be to organise a venue, provide refreshments, circulate publicity material informing the public of the event (CQC will have the responsibility of producing information flyers not LA or HAC). The LINK have been asked to be available for this event; ET explained that the event would add value to the LINK and assist in raising awareness. KA to ensure SG and LINK have information of event and process as soon as possible. ET left the meeting.</p> <p>KA to investigate how photo IDs could be produced and costs</p>	<table border="1"> <tbody> <tr> <td data-bbox="1129 1160 1165 1189">KA</td> <td data-bbox="1321 1160 1385 1189">ASAP</td> </tr> </tbody> </table>	KA	ASAP				
KA	ASAP						
<p>Agenda Item 6: Activity Reports</p> <p>KA provided all new SG members with a pack containing recent meeting and reports for their information.</p> <p>St Marks Hospital MIU</p> <ul style="list-style-type: none"> RB advised that he had no update to report. RB will report back to SG following the next review of the unit in May 2009. <p>Transport</p> <ul style="list-style-type: none"> Reports produced. <p>Survey</p> <ul style="list-style-type: none"> Report in pack for those who had not already received it. <p>Website</p> <ul style="list-style-type: none"> Covered in earlier part of meeting. <p>Community Engagement Report</p> <ul style="list-style-type: none"> Report was distributed to SG. <p>OSC Meeting</p> <ul style="list-style-type: none"> It was agreed that Sheila Holmes, member of reference group, would remain as the OSC representative. KA to ensure SH is aware that a written report, following meetings, will be required. Next OSC meeting to be held on Tuesday 5th May 09. 	<table border="1"> <tbody> <tr> <td data-bbox="1129 1682 1161 1711">JC</td> <td data-bbox="1321 1682 1385 1711">ASAP</td> </tr> <tr> <td data-bbox="1129 1742 1161 1771">KA</td> <td data-bbox="1321 1742 1385 1771">ASAP</td> </tr> <tr> <td data-bbox="1129 1778 1161 1807">KA</td> <td data-bbox="1321 1778 1385 1807">ASAP</td> </tr> </tbody> </table>	JC	ASAP	KA	ASAP	KA	ASAP
JC	ASAP						
KA	ASAP						
KA	ASAP						
<p>Agenda Item 7: Newsletter</p> <p>Following a discussion it was agreed that the HAC LINK logo should appear on the newsletter. All present agreed that newsletter should be printed by an external contractor.</p>							

JC to send RB copy of SG newsletter with (HAC) LINKs logo RB to organise printing of newsletter KA to distribute newsletter to Reference Group	JC RB KA	01/05/09 08/05/09 08/05/09
Agenda item 8: Work Programme Discussion deferred to next meeting due to time constraints.		
Agenda Item 9: Inspection Team Discussion deferred to next meeting due to time constraints.		
Agenda item 10: Annual Report JC and RB explained the legal obligations the LINK have to produce an annual report. KA distributed reference material to SG. It was agreed that KA would produce the AR, with the assistance of JC, on behalf of the LINK. Once drafted KA to send Annual Report to RB for input prior to document being circulated to SG for comment and agreement.	KA	ASAP
Agenda item 11: Training Training Modules handed out to SG. SG to discuss and agree how training will be delivered at next scheduled meeting.		
Agenda item 12: Election of Chairman and Vice Chairman RB explained that he would be happy to remain as the SG Chair until a replacement could be found. RB advised the SG that he would not be nominating for this position in the future. All present agreed that RB would be Chairperson agreeing to discuss the matter of his replacement at a later date.		
Agenda item 13: Future Meeting Dates 03.06.09 from 6pm to 8pm venue tba		
Agenda item 14: AOB RB and SG thanked JC for all her hard work, Wishing all success in her new role with Age Concern. KA advised that she has received three nominations from within the community requesting co-option to the SG. All present agreed. KA to advise and invite to next meeting. Actions: KA to advise co-opted nominees of the SG's decision to co-opt on	KA	08.05.09