



## Nottingham City Local Involvement Network LINK Directors Meeting

16<sup>th</sup> December 2009 10:00am – 12:00pm  
 Nottingham CVS  
 Nottingham Voluntary Action Centre  
 7 Mansfield Road  
 Nottingham  
 NG1 3FB

### Present:

David Turner - DT  
 Alan Humberstone - AH  
 Barbara Venes - BV  
 Julie Bowers - JB  
 David Askew -DA

### In Attendance:

Sharon Neal  
 Martha Highton  
 Laura Marano  
 Janet Lawless  
 Louise Graham – Nottingham City Council

	Actions
<p><b>1. Welcome &amp; Apologies</b></p> <p>AH opened the meeting, welcomed the group and started introductions. Nettie Johnson sent her apologies.</p>	
<p><b>2. Notes from last meeting</b></p> <p>Notes from the previous meeting 18/11/09 were checked for accuracy. Items 4 and 5 received no comments within the allocated deadline thus the Launch Event report and the Culture in Care Event report are ready to be made publicly available and will be on the LINK website. Item 7: the draft protocols were approved so it is ok to go ahead with the process. Minutes approved.</p> <p>DT arrived late and took over the meeting as Chair.</p>	
<p><b>3. Matters arising</b></p> <p>No matters arising.</p>	
<p><b>4. Workshop Planning</b></p> <p><u>WORKSHOP 1: Domestic Violence</u>          LM presented on the Proposed Workshops – all details available on handout. LM clarified the</p>	

Background and justification for each Workshop and the proposed structure for each one.

JB suggested that it may be more useful for the facilitator to engage with the organizations talking part before the Workshops event – rather than just giving them a brief on the day. This will lead to better outcomes.

BV suggested some contacts for possible delegates for the “Complementary Therapies” workshop – and agreed to forward the relevant details to the team.

JB agrees on the need for a workshop on the Domestic Violence theme.

DA informed the Board that the organization he works for runs workshops on Domestic Violence and that it deals with cases of Domestic Violence on a daily basis. Thus, he might have some very useful input in the planning stages of the workshop.

### WORKSHOP 2: Complementary Therapies

AH stated the need to be clear on what complementary therapies we are referring to. Some are medically approved others have no proved medical benefit. For example is physiotherapy considered mainstream or complementary? LM explained that research for the workshop used information and definitions from the British Medical Association (a professional association of British Doctors and is nationally recognized).

BV explained what she expects will be response from the NHS providers from previous experience. DT said that this is too early a stage to predict a response and maybe we can evidence the need persuading the relevant NHS Trust to take action.

JB stated that we are at the point of planning to have a workshop to identify what the problems are then see what can be done. Furthermore, she explained to the group that she has some experience of exercise on prescription and the benefits of such treatments and was asking if these therapies will also been included. AH supports this statement as he has experience of alternative prescribed therapies such as art, drama and music. SN reminded the group that the workshops are open to the board to give all the input they want.

AH reiterated his concerns with the wording of the workshop “Complementary”.

LM Suggested that the group needs to specify what the LINK means by “Complementary” and have a specific list of therapies that are included in this category – using the information on the British Medical Association.

### WORKSHOP 3: Framework for Patient and Public Engagement (PPE)

BV asked for a copy of the Northamptonshire LINK workshop feedback.

*General consensus on the usefulness of this Workshop and long term benefits.*

#### AH Proposed Workshop/Event: Self-Directed Support

AH explained why he suggested this as a possible piece of research and the background information on Self-Directed Support.

LM suggested including this as a workshop proposal and to host it in late February. AH agreed and asked the Board for approval.

#### General discussion on Workshops:

BV stated that there isn't enough information for workshop 3 and it too vague to approve. And asked how all of this fits in with the PEG. JB explained that this is just the initial step to

**BV**

**LM**

**LM**

identifying how best we can work and have a clear framework for engagement. BV stated that the PEG members might be interested in taking part.

LM Suggested that there is a Board Member lead for each workshop.

DT agreed and suggested there are 2 Directors for each workshop – as per good practice.

- JB volunteered for the Complementary Therapies Workshop. DA volunteered to be the second Director for the workshop.
- AH agreed and volunteered for the Self-Directed Support Event.
- DA volunteered for the Domestic Violence Workshop. And BV volunteered to be the second Director for the Workshop.
- DT volunteered for the Framework for PPE workshop. And JB to be the second Director on the Framework for PPE workshop.

*Consensus on titles and content of proposed workshops 1-4.*

### **5. Community Engagement Strategy (Plan)**

A copy for the Community Engagement Plan was distributed to all members. MH presented the plan to the group explaining the model used and the team's adaptation of the Ladder of Participation.

AH asked for clarification on whether this plan is to rubber stamp engagement activities for next year's work plan for both the LINK and the host. SN agreed and stated that this is the first proposal and that the group should take it away to digest and come back with any comments at the next meeting in January. AH asked if this could be a standing item on next month's agenda.

LM/MH

LM also agreed to add a page of abbreviations and acronyms to the plan.

MH/LM

### **6. Participant Training 2010**

SN distributed a copy of the proposed training programs the LINK could offer all volunteers and Board Members.

DT commented on the training not being specific to the LINK – and suggested including an introduction to the NHS and programs to explain how the NHS works and is funded. SN suggested that it would be more practical and ideal if this kind of information was incorporated into an "Induction Pack" for all newly registered participants – with information about the LINK Governance, terms of reference, the OSC and the Framework for PPE.

SN asked if the group can agree the training today – in the mean time a draft "induction pack" can be brought to the next meeting in January. DA supports the idea of an Induction Pack as he would find it very useful himself as a new Board Director.

SN

DA asked if the titles proposed are just guidelines or titles of actual training programs. SN clarified that they are just guidelines and that Age Concerns offers a lot of these packages at a discounted rate.

*Consensus was that the training proposal is approved and an Induction Pack will be discussed at the next meeting.*

### **7. Budget**

Board looked at the budget summary provided at the meeting and approved it.

<p>JB asked if there are still some outstanding payments apart from the workshops and training. SN stated that there are a couple of outstanding payments from the LINK-In Your Community Events but they are for relatively small amounts.</p> <p>DT asked if the under-spend from 2008-2009 could be included in the budget summaries. SN agreed to include this in next months' summary.</p> <p>SN explained that there are some proposals for how to spend the remaining budget before March 2010 and Janet Lawless will explain a few of them in AOB.</p> <p>DT asked the Support Team to distribute a copy of the Budget Outline agreed by the Board in September '09 to the new Directors.</p>	<p>SN</p> <p>MH/LM</p>
<p><b>8. Consultation</b></p> <p>A copy of up and coming consultations was distributed at the meeting – summary prepared and researched by Laura Thomas. The group discussed each item and some volunteered to partake in some consultations. All comments were noted on the handout and forwarded to LT for further actions.</p>	<p>LT</p>
<p><b>9. AOB</b></p> <p><u>Communications Update:</u></p> <ul style="list-style-type: none"> <li>• Newsletter</li> </ul> <p>JL presented the first draft of the first City LINK Newsletter. And asked the Board of any immediate feedback on the content and layout.</p> <p>The deadline for all comments on the Newsletter is the 23<sup>rd</sup> of December with a view to getting the newsletter printed the first week back after New Year.</p> <ul style="list-style-type: none"> <li>• Tram Advertisements</li> </ul> <p>JL informed the Board of the proposed advertisement runs for the LINK, which will run from the 18<sup>th</sup> January for four weeks. LINK will have 12 large exterior adverts and two interior adverts above windows and doors on the inside of 15 trams.</p> <p>The total cost was going to be £5383 incl VAT. Since the meeting JL has arranged for the VAT to be taken off. So the final amount will be £4681.</p> <p>JB asked how long the campaign would last for and if any alternations can be made during the campaign. She also suggested promoting the workshop themes and not the dates of the events.</p> <p>DA added that the advert for the outside of the tram needs to clarify “how/in what people can made a difference in” and also include the LINK website address on the inside advert.</p> <p>AH agrees with the cost but would also like the team to keep record of additional membership following the campaign.</p> <p>JB also added that it would be useful to have volunteers distributing copies of the Newsletter on trams when the campaign begins. DA suggested that in the next edition of the Newsletter we use a photo of a tram with the LINK advertisement on it.</p> <p><i>Consensus on the content and design of the Newsletter (following noted amendments) and the tram advertisement campaign.</i></p> <p>DT feedback to the group on the BME Carers Event held on Saturday 12<sup>th</sup> of December. He considered the event to be a success and very well attended. It was jointly hosted by the City and County LINK, BECONN, and Carers Council.</p> <p>LM feedback on the progress of the Hospital Discharge Task and Finish Group following BV</p>	<p>JL</p>

request. MH gave feedback on the LIFT T & F group.

LM informed the group of the up and coming Sneinton Market Christmas Fair on Saturday the 19<sup>th</sup> of Dec. - the LINK has been offered a place at the fair – it would be great if a LINK member can volunteer to man a stand under the LINK Gazebo. Nobody volunteered so LINK will cancel their attendance.

#### **10. Date and time of next meeting:**

The time of the next years' meetings will alternate between morning and evening meeting to ensure all Directors have a chance to attend meetings and contribute to the LINK.

The Mary Potter Centre and the New Art Exchange are to be considered for possible venues.

Next meeting dates and venues:

- 20<sup>th</sup> January 2010 – 6pm to 8pm – New Art Exchange - Meeting Room
- 17<sup>th</sup> February 2010 – 10am to 12pm – The Mary Potter Centre – Meeting Room 4
- 17<sup>th</sup> March 2010 – 6pm to 8pm – New Art Exchange - Meeting Room
- 21<sup>st</sup> April 2010 - 10am to 12pm – The Mary Potter Centre – Meeting Room 4
- 19<sup>th</sup> May 2010 - 6pm to 8pm – New Art Exchange - Meeting Room
- 16<sup>th</sup> June 2010 - 10am to 12pm – The Mary Potter Centre – Meeting Room 4
- 21<sup>st</sup> July 2010 - 6pm to 8pm – New Art Exchange - Meeting Room

Minutes taken by the Host

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