

February 25, 2010

NOTTINGHAMSHIRE COUNTY LINK COMMUNICATIONS GROUP MEETING



Meeting Minutes February 25th

LINK, Unit E2 Southglade Business Park, Cowlairs, Nottingham NG5 9RA

Present
Harry Greasley (HG)
Shirley Inskip (SI)
Jane Stubbings (JS)
Glen Swanwick (GS)
Tom Turner (TT)
Jean Lewis (JL)
Geof Willers (GW)
Lisa Bellenger (LB)
Janet Lawless (Janet)
Alison Rae (AR)

Apologies

Steve Shaw (resigned)

Lyn Williams (resigned)

All members to introduce themselves to the group	
HG (Chair)	Standing up as Chair until the elections in March as has experience of chairing many other boards around the county and is also a member of numerous other groups, including the Alzheimer's Society.
AR	New Community Engagement Worker in the host team and will be covering the Rushcliffe, Broxtowe and Gedling areas.
Janet	Communications Officer for the LINK support team, working on both County and City LINKs.
SI	Present Chair of Nottinghamshire County LINK until the elections in March.

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TT	On the Executive Board and part of LINK Working Groups. Is a member of numerous other health and social care groups around the county.		
LB	Lyn Williams' assistant works in Adult health and social care in the County.		
GW	Member of Mansfield & Ashfield Breathe Easy. Involved with Notts County PCT and is an ambassador for the British Lung Foundation.		
JL	Member of the Executive Board. Past experience from a career in Nottinghamshire Maternity Services.		
GS	Non-geographical LINK Executive Board member. Nominated LINK Media Spokesperson. Lead on Task & Finish Groups.		
JS	Nottinghamshire County LINK Vice Chair. Leads the Issues Panel.		
Agenda Item	Decisions Requested/Made	Actions	By Whom/When
Media Spokesperson			
Official Media Spokesperson	HG officially announced GS as media Spokesperson to the group.	Any press related enquiries to be passed on to GS.	Group
❖ Is there a need for a deputy media spokesperson?	TT put himself forward for position of Deputy.	In case GS not available or away, any media enquiries will be passed on to TT.	Group vote and all agreed that TT would be deputy.
❖ Job Description for deputy spokesperson	A job description need to be written and incorporated in to the Governance Document	Deputy Media Spokesperson role description needs to be produced.	SI/ JS
Clarification of Comms Group			
Clarify the role of the Comms Group for new attendees		Brief Description: Comms Group decides on the branding and marketing of the LINK in the most appropriate manner	Janet
Sharing Contact Details			
Group List of Executive Board Members' contact details	Existing list was emailed around all members to be checked and updated with new details if necessary.	New members confirm they are happy to share details and will add them on.	

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❖ Mobile Numbers	SI asked if mobile numbers should be added to the list if members wish	<ul style="list-style-type: none"> • Paper passed round for all members to write number on. • List to be updated and email around to all members. 	<ul style="list-style-type: none"> • Group • Janet
Confidentiality of Details	JL asked about the confidentiality of contact details and the security of information.	Explanation about the database and its users, who are just the support team and no-one else has access.	Janet
Registration Packs			
What does a registration pack comprise and how expensive is it?	<p>Janet passed around documents detailing merchandise costs and a mini audit. A4 Pink Wallets cost £1.52 each!</p> <p>SI what are we considering giving to new members?</p> <p>HG wallets are superfluous to requirements.</p> <p>JL asked what the reason is for the document and mini audit.</p> <p>Janet explained in the last meeting the group asked if we could find out the prices of the A4 pink wallets and other merchandise as the new budget is coming up. Comms group need to ensure we have enough merchandise for the Annual Conference and think about what merchandise to order for next year.</p>	Definitely not going to place an order for any pink glossy, A4 Wallets in the near future.	
	<p>SI what is to be given out to delegates at the conference?</p> <p>Can we cost up pink plastic wallets at Tesco's or somewhere to hold</p>	<ul style="list-style-type: none"> • Sticky name label • Programme • Agenda <p>Look at the various costs of pink</p>	<p>Janet</p> <p>LINK support</p>

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	everything?	plastic wallets	team/ Janet to cost
	HG said we should add this to the next agenda and have a longer discussion then as we have enough merchandise for the conference at the end of the month.	All agreed to add point to the next agenda. Speak to Wayne Sherwood (LINK Finance Group) in the meantime to find out how the budget is going to be split and allocated	Group Janet
Registration Packs continued...	SI recommends just sending out the packs as they are, without an A4 Pink Glossy wallet.	Including a registration form, welcome letter, Get LINK'd booklet and a freepost envelope.	Support team to send out registration packs.
	JS asks what if people are signed over the phone.		
	SI/HG reply they won't require a registration form, just a booklet and a letter.		
	TT we should be getting people to sign the form for data protection so shouldn't really be registering people over the phone.		
	HG agrees we need members' written permission about joining the LINK.		
Declaration of Interests			
Declaration of Interests from new members	JL asked whether we need to asked new members to declare their interests in other areas when they join.		
	HG this is something for the governance but it isn't written down anywhere.		

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	JS suggested Chair and Vice Chair look in to this and discuss with support Team Leader.	JS and SI to discuss this and add to Governance in the future.	JS/SI
CRB Forms			
CRB Form Update	Update from Janet; Asked for new forms from head office as we have run out.	Forms will be sent to us in due course, head office don't have many so have ordered some more.	
Security and protection of filled in forms	Group request that filled-out forms are hand delivered to the Carers Federation head office by support team staff and signed for by the correct person.	Find out about delivery of CRB forms and put procedure in to place for start of the new LINK year.	Janet
	New system replacing CRB forms in June.	Find out if this affects LINK.	Janet
Geographical Report on Members			
Geographical Areas report	Janet explained the support team member looking in to this is off sick at present.	Ask the temporary administrator to look into this when she has some free time. Janet to email to members the previous geographical report from 6 months ago.	Janet
	SI asked if we can find out about this as the information will be needed for the Annual Report in April/May.		
Skills Matrix			
Janet presented the previous skills matrix that was sent out.	Showed skills matrix to group members. JL said the document is too long and intrusive.		
	HG said a specific LINK one could be created.	Chair and support team to create a skills matrix, which can be filled in by all members after the elections	Janet/ HG
	SI thought only a small number of headings need to be used.	Special skills Declaration of interests Personal skills	

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		Official groups members attend	
Meeting with Other LINKs			
Which LINKs do you wish to meet with?	Group agreed on all East Mids LINKs.	Add to future agenda to discuss and arrange.	
When?	SI around lunch is normally most effective.		
	Group agreed June is probably best time		
Where?	HG suggested County Hall		
	SI said Notts LINK could pay the costs this time and another LINK could host the event a few months following and so forth.		
	SI thinks we need a programme which includes a speaker or two and presentations from all LINKs on sharing best practises.		
	JL we could include a talk on NALM, or ask Malcolm to come and speak.		
	GS what does NALM stand for? National Association of LINK Membership.		
	JS asked what is the idea behind the meeting?		
	SI explained it is to meet other LINKs, share best practise and listen to informative speakers.		
Any Other Business			

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<ul style="list-style-type: none"> Next Year's Budget 	Once this has been finalised we need to discuss merchandise and advertising.		
	SI said this is a very big item; let's put it on next month's agenda.	Add item to next month's agenda	Janet/ HG
<ul style="list-style-type: none"> Change of time for future meetings 	JS would like to change the start time from 10am to 11am.	Group agreed they are happy to hold the meeting in May from 11am to 1pm and see how it goes. If people find they can't make it or a lot of members have to leave early, another discussion and vote will be necessary.	Comms Group
	HG asked if there were any objections.		
	GS said members often have other meetings to go to in the afternoon and may have to leave the meeting early.		
	Janet suggested evening meetings every other month.	To discuss at a later date.	
	TT said we would need to find safe and secure buildings/areas to have evening meetings.		
	SI – the executive board need to decide on evening meetings then the comms group can follow on.		
Next Meeting			
Next Meeting	Agenda to be sent out seven days before	25 th March 2010 LINK, Unit E2 Southglade Business Park, Cowlairs, Nottingham NG5 9RA	Group/ Janet