



Nottinghamshire County Local Involvement Network (LINK)

Executive Board Minutes

7TH MAY 2010

Present	In Attendance
Sandra Horton (SH) Theresa Humphreys (TH) John Kerry (JK) Robert Smyth (RS) Dennis Spalding (DS) Jane Stubbings (JS) Chair Glen Swanwick (GS) Tom Turner (TT)	Emma Ducker (ED) Julia Karoly (JLK) LINK team Sharon Neal (SN) LINK Team Alison Rae (AR) LINK Team Mick Rimington (MR) Lyn Williams (LW) Sally Dore (SD) Katie Moore (KM)

Item No.	Agenda Item	Decisions made / Actions	By whom / when
1	Welcome and Apologies		
	JS welcomed the group Apologies received from Shirley Inskip, Mark Hunter, Jay Hemmings, Adrian Hartley, Zoe Butler, Emma Ducker, Vanessa Gent, Wayne Sherwood, Paul Sanguinazzi .		
2	Minutes for accuracy and matters arising.		
		Group requested clarity on Broxtowe needing a regional Board member. Group want an update on current Board member for Broxtowe. GS and TT lent support in meantime. Minutes Approved. Group decided to keep minutes in	AR to write to current Board Member.

		the same format currently used.	
3	Conflict of Interest		
		Board advised that if they have any conflicts of interest during the executive board meeting they should leave the room for that section of the agenda.	
4	Budget and Finance		
	Paper update in pack from Wayne.	Group advised to read finance update. Group proposed to review travel expenses policy for volunteers to attend groups and events. Group require this to happen soon to ensure a fair and inclusive way to make contributions to all types of transport used by volunteers.	
5	Work Plan and Task and Finish Group Update.		
		Group have all joined at least one Task and Finish Group. JS asked that everyone to work to put more engagement into groups and to use the Communication Board more to ensure success of Task and Finish groups. DS asked to be given more direction and opportunity to engage further in communities.	Group members to raise this in Task and Finish group meetings. CEW JK and SCEW JL to liaise with DS.
6	Feedback from Issues Group and Consultation Group		
		JS reiterated the need and plans for	

		the Consultation group to also be more active with community engagement and addressing issues at a local level.	
7	Annual Report Update		
		JS and SN advised Annual report is in working progress. Department of Health have provided a template which is being used to formulate the report.	
8	Community Engagement Worker update.		
		Board provided with a written update for each area. ID added that the Task and Finish Group Improving Communications will be focusing on stroke services. Any input into this would be appreciated. SH advised she would like to join End of Life Task and Finish Group. LW would like to be involved with Rushcliffe short term project groups.	Lyn Williams to send details to Veronica Price Job at ASCH for ID. AR to contact SH and LW.
9	Questions relating to service providers and commissioners updates.		
		SD asked that all requests from the LINK are passed through herself as she can forward them to the correct person. SD advised that she will liaise through KJ for a response for the NHS Equality report. She has asked for this to be by 21 st May from LINKs board. LW asked for a LINKs member to	SD and KJ to consult with LINK. JS to as

		have input in Involvement Strategy review group.	LINK members to volunteer input.
10	Any Other Business		
		<p>Patient, Carers and Public Engagement subcommittee looking for representation. TH and JK volunteered.</p> <p>Penny Spice looking for Carers Demo Program representative. MH covers north of the county. GS volunteered to now cover the south.</p> <p>Board agreed still happy to share email and contact details.</p> <p>JS asked for Board to consider improvements for the Executive Board meetings and to bring these thoughts to the next meeting.</p> <p>JS asked for support with setting the agenda. SH volunteered.</p>	<p>Further volunteers to contact office directly.</p> <p>ALL</p>
11	Closed Meeting		
	Date of Next Meeting		
	Next Executive Board Meeting – 4 th June 2010, 10:30am – 1:00pm at Top Valley		

	Community Centre Mansfield, NG19 6AB		
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Minutes taken by Alison Rae – LINK Community Engagement Worker
Unit E2, Southglade Business Park, Cowlares, Off Hucknall Road, Nottingham, NG5 9RA
Tel: 01159 754647
E-mail info@strongerlocalvoice.com