
NOTTINGHAMSHIRE'S LOCAL INVOLVEMENT NETWORK (LINK) GROUP

3RD APRIL 2009, 10AM – 12 NOON

TOP VALLEY COMMUNITY CENTRE, TOP VALLEY DRIVE, NOTTINGHAM, NG5 9DD

PRESENT

Glen Swannwick (GS)
Jane Stubbings (JS)
Mick Rimmington (MR)
Shirley Inskip (Chair – SI)
Sandra Horton (SH)
Christine Precious (CP)
Mark Hunter (MH)
Jean Lewis (JL)
Vanessa Gent (VG)
Penny Spice (PS)
Lynn Williams (LW)
John Kerry (JK)
Emma Ducker (ED)
Val Gardner (VG)
Barbara Venes (BV)
Tom Turner (TT - Until 11am)

IN ATTENDANCE

Helen Hodgkinson LINK Team Leader (HH)
Lucy Platt (Secretary - LP)

Apologies

Michael Warner

1. Apologies and Welcome to new members

The Chair welcomed all the new Executive Board Members to the last Steering Group meeting. The next board meeting will be the first Executive Board meeting.

2. Minutes from last meeting of LINK Steering Group

The following updates are on action points from the last meeting.

2.1 Some board members did not receive the minutes or could not open them as attachments. Actions separate list at the end. **ACTION BELOW (1).**

2.2 Good Practice timescales on Agendas and Minutes to be met **ACTION BELOW (2).**

2.3 CRB Checks - there are questions over who should see the results of the CRB checks, and how we can insure they are kept private **ACTION BELOW (3).**

2.4 Dates - LINK need to allocate meeting dates. Wendy Young who is in charge of grant aid has said she is happy to have a themed meeting around LINKs in June, after the County Elections.

- 2.5**
- 3.3.1: Will be completed now new board is in place.
 - 3.3.2: Will be completed now new board is in place.
 - 4.3.1: The LINK team has been in touch with the insurance company. The team is pulling together a full response **ACTION BELOW (4).**
 - 7.3: City LINK has nominated persons to attend the training.
 - 8.1: Has been completed.
 - 8.2: Is ongoing, and the board will be kept updated. Some members have asked if small amounts such as bus fares can be paid in cash, and if expenses can be paid by BACS direct into bank accounts **ACTION BELOW(5).**
 - 9.2: JL has not heard about a rep on the board. The LINK need board dates.
 - 9.3 CP is liaising with Tariq.
 - 9.4.1: Is on the agenda below.
 - 9.6: Has anyone responded? SI confirms she has.
 - 9.7.1: Issue has been resolved. Missing items have been returned.
 - 9.7.4: LINK is amending the governance documents to read executive board. This will be circulated to all board members to approve.
 - 10.3: Will be discussed today.

3. Monthly Budget and Comments on Under-spend

3.1 The Proposal has been sent to LW and Jas Hundal however some board members advised that they had not received it.

3.2 Each proposal for the under spend will be looked at on its own merits, and there is no guarantee that any will be agreed, although LW will support the proposals at the Council. The members want to make sure it is not used for things that Carers Federation are already being paid to do.

3.3 It was mentioned that the draft proposals for the under-spend is not a clear document. All documents from head office must have an author, the date they were written, and information on which Executive Board meeting it will be ratified on.

3.4 The board said that the current lack of information on the budget, and lack of detailed breakdown on spending is unacceptable. Carers Federation must have a breakdown, and the LINK cannot be held responsible for the budget if they are not given it to look at. The LINK will also be able to manage the budget better and avoid an under spend situation. The LINK is not really prepared to make any more financial decisions **ACTION BELOW (6).**

4. LINK governance update – task and finish group formed and meeting regularly

There is a small working group working on the governance documents. As it is finished it will be circulated to all Executive Board Members.

5. LINK away day – full day for Board to meet and discuss prioritisation of issues. Decision to be made – whether the Board will trial a scoring system or work as a panel

Most of the members had not received or could not open the document - further copies to be obtained and discussed later in this meeting.

6. Annual Health Check – approval of commentary to be submitted for EMAS and Sherwood Forest Hospitals Foundation Trust

HH read through the drafted response. A few minor amendments were made. SI and HH to liaise on this after the Steering Group for sign off.

7. NHS Nottinghamshire County PCT update (in future there will also be updates from Bassetlaw PCT)

7.1 PS provided an update the group on the PCT. JL thanked PS and the PCT for the amount of work they are doing, but flagged up a weak link with GPs. The members who are involved with GP surgeries are asked to encourage the surgeries to take part.

7.2 After the update, PS announced that she is leaving the NHS, and going to work in Adult Social Care. PS was thanked for her contribution to the team.

7.3 ED gave an update on the Bassetlaw PCT. There is a LSP new community group, aimed at Eastern Europeans who have migrated to the local area, providing basic health advice for example, how to register at GPs.

7.4 It was raised that we do not have representation at board meetings from those involved with children and young people. It was suggested that Lucy Peel was invited to a meeting, and building links with youth forums. **ACTION BELOW (7).**

8. Request for expenses forms

Please get forms in within next fortnight due to the end of the financial year.

9. Centre for Public Scrutiny Support – feedback from 17 February session (volunteer required)

BV volunteered to complete and pass back to the office to send.

10. Community Matters subscription

The community matters newsletter was brought to the attention of the board. The LINK need to consider whether they want to subscribe? **ACTION BELOW (8).**

11. Any Other Business / Future Agenda

The following issues were raised.

- 11.1** The Newark and Nottinghamshire County Show is on 9th and 10th of May. Does the LINK want to advertise there? It will cost £198 for both days, but volunteers are needed from the LINK and the LINK Team. VG and SH volunteered to support both days. It was suggested to try and negotiate a lower rate. The board agreed they wanted to pursue this if the office can accommodate. **ACTION BELOW (9).**
- 11.2** Members suggested that all Executive Board members need ID cards / badges. It was also suggested that we have T-Shirts with the LINKs logo for fair/stall events **ACTION BELOW (10).**
- 11.3** The LINK Team gave the board an update on the BME event. The board are pleased it is going well, and some will attend.
- 11.4** A suggestion was made that the board has an update from an ICAS rep, the Healthcare Trust and CSCI rep Francis Hasler (Vgent Contact) **ACTION BELOW (11).**
- 11.5** The issue of bus passes was raised. A board member raised that she had heard that in Nottinghamshire, the bus companies were allegedly fraudulently claiming money for journeys on bus passes that were not being made. For example customers in Mansfield had Victoria Centre on their tickets, when they were only going two stops. Members were asked to tell their groups about this. It was advised that the government are aware of this, and are currently discussing with bus companies
- 11.6** The board raised the issue of future meetings being held at Southglade. Due to limited parking facilities it was decided that future meetings, originally planned to be held at Southglade would take place at Top Valley.
- 11.7** It was requested that the CEWs produce their workplans/issues each month, to be brought to the Executive Board meetings for visibility **ACTION BELOW (12).**
- 11.8** The new Executive Board members have requested a LINK pack for reference **ACTION BELOW (13).**
- 11.9** The board asked for an update on the current newsletter. It was raised that the Comms member of the LINK Team needs to attend every LINK board comms meeting. The Newsletter should also include CEWs updates, and the results of the elections **ACTION BELOW (14).**
- 11.10** The issue of moving between age groups in mental health has been raised as an issue that the LINK may wish to look at. There is a bill currently going through parliament to stop this, however it is an issue to be watched.
- 11.11** The process to Co-op board members was discussed. The first meeting of the Executive Board will be a closed meeting, and they will discuss an appropriate process relating to co-opted members **ACTION BELOW (15).**
- 11.12** The Executive Board agreed to hold the issues away day on 20th April at Top Valley from 10-4 with lunch provided. HH asked the group to look at the questions in the Stages of Panel Analysis document to see if any key questions were missing. There was not sufficient time to review the themes so the ideas would be included in the minutes.

ACTION POINTS

LINK TEAM: Prepare laminated car signs for Top Valley.

VG: to take lead on the link to the Patient and Public advisory panel.

BARBARA VENES: To fill in the course Evaluation form, and pass to Helen at LINK Team to forward on.

(1) LINK TEAM: Minutes to be separated into meeting minutes then Action points. LINK Team to ensure all board members and those present are sent minutes by their preferred method. LINK Team to also consider format of documents sent electronically. Could they be saved in compatibility mode, so those with older operating systems and older versions of Microsoft are able to open them.

(2) LINK TEAM: Good Practice timescale to be met.

(3) LINK TEAM: To find out complete CRB process and who at Carers Fed / LINK would be in control of the process.

(4) NEXT MEETING AGENDA: To discuss insurance procedures.

(5) LINK TEAM: To ask Carers Fed advice on BACS payment, and to investigate if we can pay small expenses out of petty cash. HH to provide an update at the next Executive Board meeting.

(6) LINK TEAM: To chase Head office again to provide financial breakdowns for every board meeting. **LINK BOARD:** To write to the Council and Carers Federation to demand that this is provided.

(7) ENGAGEMENT WORKERS: To try and link up to youth forums / youth groups.

(8) LINK TEAM: To send out the copy of the communication matters proposal with these minutes to discuss at the next Executive Board Meeting.

(9) GS: To provide office with dates of other fairs and shows that can promote LINK.

(10) LINK TEAM: To get quotes for LINK t-shirts.

(11) LINK Exec Board: To read through the invitation list including ICAS, healthcare and CSCI members to invite to a board meeting for an update.

(12) LINK TEAM: To produce a monthly workplan/issues sheet to be discussed at the monthly Executive Board meetings. To be added to the Agendas.

(13) LINK TEAM: To make up 2 packs for all Executive Board Members.

(14) LINK COMMS: To attend the Comms group meetings, with an update on the current newsletter.

(15) EXECUTIVE BOARD: To discuss Co-opted board members at next meeting.

UPCOMING MEETINGS

1st May 2009 – Mansfield

29th May 2009 – Top Valley

3rd July 2009 – Mansfield

7th August 2009 – Top Valley

4th September 2009 - Mansfield

Expenses – Where possible, could members complete and return their expenses forms on a monthly basis please. This is particularly important during the run up to the end of the financial year.

Minutes taken by the LINK Team

Unit E2, Southglade Business Park, Cowlairs, Off Hucknall Road, Nottingham, NG5 9RA

Tel: 01159 754647

E-mail links@carersfederation.co.uk