

Nottinghamshire County Local Involvement Network (LINK) Executive Board Minutes

1st April 2011

Highfields Fire Station, Hassocks Lane, Beeston, Nottingham. NG9 2GQ

Present	In Attendance
Jane Stubbings (JS) -chair Shirley Inskip (SI) - Vice Chair Tom Turner (TT) Glen Swanwick (GS) John Kerry (JK) Jean Lewis (JL) Alan Sutton (AS) Julie Bryant (JB)	Sharon Neal (SN) Host Team Emma Ducker (ED)

Item No.	Agenda Item	Decisions made / Actions	By whom / when
1	Welcome and Apologies		
	Jane welcomed the group and opened the meeting Apologies received from Pat Crowe, Lyn Williams, Adrian Hartley, Mark Hunter, Mick Rimmington		
2	Declarations of interest.		
	No declarations of interest were given		

3	Minutes from 4/3/11 for accuracy only		
		Minutes accepted as accurate JS/SI	
4	Matters arising from minutes 4/3/11		
	Page 2 item 7 – conference feedback. To be bought up at meeting on 11 th April 2011, 1pm at LINK office.		
5	Budget Finance		
	SI gave figures up to 28 th February 2011 and advised that the year end statement would be available at the next meeting. She advised that all monies that could be spent have been spent. Query re Healthwatch budget – JS advised that monies had already been given to Local Authority however it was not ringfenced. Local Authority have advised that if extra money is required then a business case will need to be presented to them.		
6	Executive Board Strategy and Media spokesperson.		
	Media spokesperson - Item discussed around the table, feedback received from 4 members of the board. Executive Board Strategy – Information already given to board in note form, SI updated board on strategy. Discussion took place on independent evaluations of groups.	Agreed that Communications group would pick this up at May meeting Board asked to go away and bring back comments to SI by end April	Comms Group Board
7	Conference feedback		
	All board members were invited to attend a conference evaluation meeting on 11 th April 1-2pm at LINKs Office	Board wished to pass on thanks to the Host Team for help with planning and on conference days	
8	Questions on CEW report		
	Asked to check venue of Health & Well being meeting on 7/4/11.	Meeting is for Gedling not Broxtowe as stated in the update.	

9	Questions on Co-Opted members reports		
	ED offered her apologies for the delay in the update.	Board noted to ED that if all 5 PCT's merge they would like to keep Alan Sutton as a representative on the board.	
10	Taxi's and members expenses & mileage		
	The board were reminded that all expenses for 2010/2011 need to be at the LINKs office by 15 th April 2011, any received after this date will NOT be paid.	The board were reminded that all taxi's should be booked through the office.	All board
11	Healthwatch meeting feedback		
	<p>JS advised that the meeting went well – good attendance Transition plan was now live on the web. JS advised that she had received no comments back from the board to forward to the advisory group, she also advised that she had been accepted as a rotating member of the programme board JK asked that all reports be forwarded to David Pearson in person.</p> <p>JS informed board of vision of Health watch which is now a statement of intent.</p> <p>Board informed of meeting with David Pearson and Nicola Lane re pathfinder status for Healthwatch 5th April 2011.</p>	<p>Next Health watch meeting 11th May 1-3pm</p> <p>SI/JS to feedback at next meeting</p>	SI/JS
12	Any other business		
	<p>Glen advised the board that the Strand 1 Dementia report had been completed and sent out.</p> <p>All board advised that they would like JS to write to Lyn Williams thanking her for her contribution to LINK</p> <p>SN asked board what they would like to do about Quality accounts this year. Discussion took place, decision made to host workshop on *****</p>	<p>JS to write letter</p> <p>Host team to book venue and lunch, contact database re</p>	<p>JS</p> <p>Host</p>

	to look at all Quality accounts that have arrived with us by the date.	"getting involved"	
	Date of Next Meeting		
	Next Executive Board Meeting –6 th May 2011, 10:30am – 1:00pm at Friends Meeting House, Rosemary Street, Mansfield. NG19 6AB.		

Minutes taken by Sharon Neal
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