

**MINUTES OF A MEETING OF THE LINK STEWARDSHIP GROUP**  
**Held in the Conference Room HQ Building,**  
**25<sup>th</sup> February 2010 6.00 p.m.**

**Present:**

Chris Boote (Chair)  
Barry Lucas (Vice Chair)  
Dot Throssell  
Leanne Duff  
Jake Paget  
Julie Paget  
Peter Woodley  
Lois Lloyd  
Vicky Shipway (LINK Support Team Manager)  
Claire Hendy (LINK Support Team)  
Christine Breckell (Minutes)

**Apologies:**

Joe Dunn  
Althea Morgan

**Non Attendance**

Anna Szychlińska

**Agenda Items**

**Minutes** of Meeting on 20<sup>th</sup> January 2010 were unanimously agreed.

**Matters Arising**

- > The LINK networking event in Taunton was felt by all who attended to be a very useful day.
- > Gynaecological surgery move: Chris Boote has established a point of contact. Cornwall LINK has an interest in this.
- > Plymouth Herald – printed an article about Direct Payments and the Host Team have received various calls about this. It is clearly beneficial for the LINK to make quotes in newspaper articles.
- > Professor of Infomatics, Plymouth University – Lois and Vicky met with him to discuss how we could be involved with his research. We may have an input into his questionnaire later on (re internet support for long term conditions). Vicky added that the LINK have offered support about being accessible.
- > Probation service – Mr Tucker had visited LINK and met with Lois, Gennifer and Claire. He talked about how the LINK could help in his research of access to healthcare for offenders (particularly women). We don't have capacity to do too much but there are possible links with Stonham to consult on issues and feed into probation.
- > Public meetings – the 'Question Time' format is favoured by the panel. Jake is to meet with a youth worker and obtain more specific information on format etc. The idea is to have an invited panel who will then discuss questions which have been submitted by the public beforehand on themes set by the LINK. Several meetings will be held throughout the city, principally in deprived areas, to cover different areas of interest. Chris Boote asked that some members of the Stewardship Group come up with suggestions for making this happen, and bring proposals to the next meeting. Jake, Julie, Claire and Lois volunteered.
- > Claire asked that the Stewards complete and return the outstanding Stewardship Group member documentation.

**Feedback from Stewardship Group members on any events:**

- > Dot visited the University and met with the social work degree service users and carers – she has explained the LINK and invited them to contact us with any issues which may arise.
- > Gynaecological Consultation – Dot has details of an internet petition, but it was agreed that the most important thing was to keep pressure on the Council to achieve a positive outcome. The LINK is to make a collective response, but must assess all information and evidence first, before doing so.

- > Upper GI transfer of service from Truro to Plymouth is currently on hold.
- > Carers Conference in Exeter – held by Carers UK, and aimed specifically at Chief Executives, Commissioning leads and management hierarchy to discuss best practice and its implementation. Dot attended and reported that it was an excellent day – attendees came from all over the South West, but Plymouth did not have a big presence. Assessments were fragmented in Plymouth, and the PCC and PHT do not share information. It was decided that the work LINK is currently doing on Carers issues will highlight this problem.
- > GPs – Julie and Vicky met with Nicola Jones and Vicky Johnson. Vicky gave a list of feedback, which they were glad to receive as an aid to their review of GP services. There are new opportunities to improve services and also a positive response about LINK's involvement in the Dental Investment Panel. Vicky Johnson will speak to the panel.
- > Barry and Anni Webb took part in the PEAT annual assessment into hygiene in the public areas of Derriford Hospital. There have been huge improvements in the past year. Vicky is to check what the follow up procedure is.

## **4. Requests**

## **5. Opportunities for Involvement**

- > 2<sup>nd</sup> March – Vicky is presenting to managers of learning disabilities.
- > 17<sup>th</sup> March – Vicky has been invited to present to the GP Governance Group to explain the functions and benefits of the LINK. Any stewards are welcome to assist her. The meeting is at 11am, venue TBC. Gennifer is interested.
- > 31<sup>st</sup> March – Sally Parker has requested a LINK member to join her Public & Patient Involvement group. Julie Paget volunteered.
- > PHT Head of Clinical Governance has asked to come to address the Stewardship Group. Vicky told him that she would put it to the group and then respond. Chris Boote suggested holding a lunch to liaise with PHT members.
- > Lois volunteered to go to existing events to speak about LINK for 5 minutes and give out leaflets. Claire is to put opportunities for involvement on the opportunity for involvement sheet for Stewardship Group members to attend if they wish.
- > Jake talked about CHEW TV - a young persons TV station which looks at local issues. This would be good publicity for the LINK through this medium.

## **6. Strategy for LINK 2010/2011**

The group look at the ideas Chris and Vicky had come up with moving the LINK forward for the next year.

- > Success: LINK needs to prove how effective it has been, but the range of successes are difficult to assess/monitor – Julie suggested using a Masters student from the University with the Community Involvement Worker to quantify and write up LINK's successes.
- > External requests: to be looked at by Support Team and immediate response given based on feedback received if appropriate. Will produce more activity for the LINK.
- > Areas of LINK activity: Vicky explained a chart which showed all existing areas of LINK representation, and also ideas for new areas. The group discussed whether LINK needs to increase its representation in new areas, and also make links with existing community champions in the localities.
- > PR: Review of leaflets – a focus group is to assess the current leaflets and PR material and bring amendments to the next meeting.
- > Improve communication with outside agencies: Cross Rhythms has approached LINK for an article.
- > Learning Disabilities to be targeted in 2010/11
- > Website changes: it was suggested that photos and profiles of Stewardship Group members be placed on the website. Profiles are to be submitted by members.
- > Making changes: to reduce the time taken to request information, PPI leads are to be used to extract information to lessen issue turnaround time.

## **7. Budget**

Vicky explained the end of year budget for 2009, which is expected to be spent. The 2010-2011 budget has been projected in a calendar and was presented to the stewards. The proposed spending was unanimously agreed.

## **8. Next meeting date**

Next meeting 24<sup>th</sup> March 6.00 – 8.00 pm.