

**COUNTY DURHAM LINK MANAGEMENT COMMITTEE MEETING**

**MINUTES**

Monday 26<sup>th</sup> January 2009  
 St Cuthbert's Hospice, Durham

		<b>ACTION</b>
1.	<p><b>Present:</b> David Haw (Chair), , Peter Irving (Vice Chair), Malcolm Harrison, Colin Burton, Malcolm Fallow, Jackie Heslop, Jim Welch, Mary Mitchell, Jim Rochester (Vice Chair).</p> <p><b>In Attendance:</b> Julia Catherall (minutes), Sue Jennings, Alesha Aljeffri and Liz Greer, Sandra Roberts.</p> <p>2. <b>Apologies:</b> were received from Audrey Chapman, Anne Stobbs, June Wainwright</p> <p>3. <b>Minutes of the last meeting:</b> Approved and accepted as a true record.</p> <p>4. <b>Matters arising not on the agenda:</b> It was agreed that the minutes from Management Committee meetings should be published on the website.</p> <p>This would begin with the minutes from 8<sup>th</sup> December 2008 but would not include Item 4 and dates of the next meetings for confidentiality purposes.</p> <p>Sue and Alesha have had their first meeting with the expert advisors with another meeting planned for the 29<sup>th</sup> of January.</p> <p>David referred to Item 14 (Page 5) of the minutes of the last meeting and confirmed that 2 places had been booked for the National LINK meeting in London on the 5<sup>th</sup> February. David explained that as it was the first conference LINK members would be attending it was a better idea to have the 2<sup>nd</sup> place allocated to Sue who would be present to take notes and provide feedback to Management Committee members.</p> <p>Jim Rochester mentioned that he had now contacted the Women's Institutes and would be providing the host with a list of contacts soon.</p>	SJ/AA
5.	<p><b>Membership audit:</b></p> <p>Liz gave an introduction on what details have come out of the membership audit. The survey on key partners and stakeholders will be finished by the end of January.</p> <p>Liz is planning on running 1-2-1 interviews with individuals/groups and would like to know what areas the Management Committee would like to focus on.</p>	

	<p>Liz also mentioned the disproportionate findings between individuals and organisations and suggested that the LINK might want to carry out more work on identifying why the figures are so low for organisations. Although the number of organisations is low, there is still potential to reach approximately 29,000 people through the networks. Host to look at gaps and see how membership can be targeted to reach more organisations possibly through work with the CVS networks. Sue added that the Host will be doing a workshop at the One Voice Network conference at the end of March so this should help with building relationships.</p> <p>David suggested that this is added to the agenda of the next meeting for Sue to provide an update on where the gaps are and what can be done to increase organisational membership.</p> <p>The work undertaken by Liz will be shared with the Local Authority but only when all work/research has been completed.</p>	<p>Host</p> <p>Agenda for next meeting</p>
6/7	<p><b>Update report from Host</b></p> <ul style="list-style-type: none"> <li>• Seizing the future - Sue advised the group that the Seizing the future meeting at the beginning of January was very positive although not many attended but everyone gave a good contribution. A meeting is in the process of being arranged with Diane Murphy and David Gallagher for the LINK to meet up again in March/April for an update on progress.</li> <li>• Carer's strategy – Sue and Audrey met with Durham County Council. The Host will be organising an event towards the end of February/beginning of March and Durham County Council/NHS County Durham have been asked to do a presentation to LINK members. Mary Mitchell expressed an interest in being involved with this.</li> <li>• Rural issues – Alesha updated the Management Committee on the progress to date with the Rural Health Challenges project and briefly explained that there is in process the development of a Rural Health and Wellbeing Commissioning Forum. 14 LINK members have already expressed an interest in forming a group to look at the issues and this is currently being planned to run as a one day workshop or round the table discussions dependent on numbers. It is the intention that the LINK will be asked if they would like a representative to sit on the Commissioning Forum. David suggested that instead of 1 rep, perhaps 2 would be better due to the area that will be covered. Both Mary Mitchell and Peter Irving would like to be involved with this. Alesha will learn more details when she meets with Jill Simpson (project lead) on the 2<sup>nd</sup> February.</li> <li>• Lack of provision of day opportunities – Alesha met with Jackie to discuss the work that has already been undertaken in this area and Host to follow up contacts suggested and compile information on work already completed. It has been suggested that the mental health aspect of this will be going to formal consultation, and confirmation of this will only be received when Host meets with Kate Harrington who will feedback to the LINK in light of June's absence. Jim Rochester would be interested in being involved in this once more details are known.</li> <li>• Dave Haw raised the issue that he received a letter late on Friday 23<sup>rd</sup> January regarding the Children and Young People Strategy stating that any comments needed to be returned by Friday 30<sup>th</sup> January. It was agreed that timescales such as this were unacceptable and that this</li> </ul>	

	needs to be written into the working protocol stipulating that we require a minimum of 8 weeks to make a valid and informed response.	
8.	<p><b>Equality impact assessment</b></p> <p>A small working group has met and the Equality Impact Assessment has been updated, together with an action plan for the next 6 months. The Management Committee agreed to it's contents and a copy will be sent to Scott McInally at Durham County Council.</p>	Host to send copy to DCC
9.	<p><b>Commission for Social Care Inspection</b></p> <ul style="list-style-type: none"> <li>• Management Committee members had been asked to look at this and comment directly back through the web site. It was agreed that this is more of a national issue and that the LINK would be looking at issues that affect local people, rather than national issues such as this.</li> </ul>	
10.	<p><b>Management Committee Representation</b></p> <ul style="list-style-type: none"> <li>• It was discussed that the Learning Disability Parliament work in a smaller group and that a copy of the management committee minutes will be taken to the group and the Host will liaise with any feedback. This process will be monitored to ensure that it is an effective way to work with the Learning Disability Parliament.</li> <li>• Children and Young People – Investing in Children are still keen to be involved and there is a possibility of a worker attending Management Committee meetings rather than a young person due to timings of the meetings. It has been suggested that a small reference group of young people be set up by Investing in Children, which will then feedback to the LINK Management Committee. Investing in Children have asked whether young people can be paid for attending this working group and it was agreed that this would not be possible as there is no budget available for this. However, the LINK may be able to provide payment for any work that they young people might be commissioned to do eg. Facilitate Agenda Days.</li> <li>• BME – Alesha has met with the Regional Development Officer from BECON (Black Minority Ethnic Community Organisations Network) Stuart Harvey who is currently covering a large area and is in the process of working with Jason Turnough from the Community Development Team in setting up a BME (Black Minority Ethnic) community network group. Stuart has expressed an interest in being part of the Management Committee as long as it does not affect his main commitments and would be happy to feedback to the group until further notice.</li> </ul>	
11.	<p><b>Representation on Groups/Meetings</b></p> <ul style="list-style-type: none"> <li>• The issue of how Management Committee members would link in with their constituents/representatives was raised and it was suggested that all Management Committee members should email Sue on how they think this could be done i.e. through meetings, coffee mornings, regular updates, etc. In terms of reporting a Feedback form will be emailed to Management committee to complete when they attend meetings as a LINK representative.</li> <li>• Health and Wellbeing Partnership – It was agreed that Malcolm Fallow would act as the LINK representative.</li> <li>• Advocacy within the Personalisation Agenda – Jim Welch expressed an interest in being the LINK representative. Host to arrange this with the meeting organisers.</li> </ul>	<p>Julia to e-mail form</p> <p>Host to arrange</p> <p>Host to arrange</p>

12.	<p><b>Consultations</b></p> <ul style="list-style-type: none"> <li>• PALS – Alesha provided an update on her meeting with Kathleen Sheehan from PALS to discuss their rebranding project and has asked for the involvement of the LINK to try and reach as many people as possible. The work involves sending out a questionnaire and a series of leaflets and asking individuals to give their opinions on which they prefer. It will also help to gauge the level of knowledge that people have about PALS. The Management Committee agreed that this could be sent out to all LINK members but stress that any feedback given to PALS would be individual's opinions, rather than LINK members feedback. PALS will pay for all postage costs relating to this.</li> <li>• Older people Mental Health Strategy – Sue and Alesha had met with the staff from Durham County Council (DCC) and had been asked to discuss this with the Management Committee as DCC would like the LINK to be involved in it's consultation process. It was agreed again that the timescales for this were far too short and that the LINK had already decided their work plan issues and that this should be fed back to DCC.</li> </ul>	Letter to be sent to DCC
13.	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>• A discussion took place regarding having the LINK newsletter converted in to BSL. A quote had been supplied through a contact from CoDeaf and just for one newsletter the costs would be £9600. It was agreed that it would not be reasonable to go ahead with this quote.</li> <li>• Insurance and constitution – Malcolm Harrison raised concern about the insurance and LINK Management Committee members contractual liability under clause 5. It was therefore agreed that a more robust constitution would be required and that the LINK should go down the route of company limited by guarantee. All agreed that Malcolm would liaise with Karen Graham about this and then feedback to the Management Committee at a later date. It was agreed however to go ahead with the insurance.</li> <li>• Code of Conduct - Jim Rochester raised an issue with regards to 3 LINK members in the Sedgefield area. Jim recommended that one of these members should be sent a warning letter about their behaviour and that it should be pointed out that they have breached the Code of Conduct and that if they do so again, their membership will be terminated.</li> </ul>	Malcolm to liaise with Karen Graham
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