



Minutes of the First Meeting of the Cumbria LINK 'Governing Body

The meeting was held at

Venue: The Brantwood Country Hotel initially, then CREA, Penrith

Date: 22nd September 2008

Time: 10am – 2.00pm

Those present:

Alan Alexander

Becky Pearson

David Day

Janet Pitman

Juan Shimmin

Liz Clegg

Neil Hughes

In attendance:

Jane Macfarlane

Kay McGregor

Jozi Brown

This being the first meeting of the Cumbria LINK Governing Body Members had the opportunity to meet informally, prior to the main meeting, to introduce themselves and network

An Update was provided on the work the Support Team has undertaken since April 2008 together with a preliminary report on feedback from the current Cumbria LINK Consultation. The closing date for the Consultation is the 25th September; Jane has sent a reminder to Key Stakeholders.

The Main focus of this meeting was to discuss the necessary policies, procedures and Terms of Reference to allow the Cumbria LINK Governing Body to begin its work and undertake the duties set out in the Local Government and Public Involvement in Health Act 2007. section 221. These being:

- Code of Conduct policy,
- Visiting Policy
- Terms of reference

- Expenses Policy
- Work Pain

1 Visiting policy

- Jane explained that all members who intend to visit on behalf of the LINK will attend In House(Cumbria CVS) training, and will need CRB checks. Members agreed that Cumbria CVS will act as the Authorising Organisation for Authorising Members of Cumbria LINKs Visiting Team
- Alteration agreed page 2, 2nd paragraph – 4th line
- Change 'not to seek out faults' – change to 'is not primarily to seek out faults'.
- It would seem useful to use the LINK launch event to identify people who could be interested and experienced in visiting. Also write to the members of Patient Panels to include their members in LINK visiting activity.
- Janet offered to contact the Ambulance Trust about possible training needs if visiting ambulance stations eg how to react if the alarm goes off. Jane was to ask the question 'will LINK' visiting teams be allowed to visit Ambulance stations or not?'
- Vulnerable Adults training to be included

The Visiting Policy was agreed with changes made.

2 Standards of Conduct Policy

- This document needs to be signed by all members of the Governing Body when approved
- The name should be changed to Standard, Complaints and Grievance -policy and procedure
- Vice chair needs to be appointed
- Include in paragraph 3 – how is a complaint against the Chair handled? Answer is through the C CVS Governing Body, or alternatively an independent body
- A definition of 'conflict of interest' should be amplified in code of conduct.
- An expectation of openness and honesty from all Governing Body – standard issue on the Agenda

This policy was agreed with changes made.

3 Code of Conduct

- Based on the Nolan Principles
- Members need to check car insurance includes Voluntary work
- Keep register of interest up to date for Governing Body

Jane noted alterations, changes will be made, document then sent out to be signed

4 Expenses

- Parking expenses are presently in exclusions, and need to be included.

- Janet provided Jane with information about tax guidance for claims of over 40p per mile.

This policy was agreed with changes made.

5 Equal Opportunities Policy

- Draft document based on CVS staff policy, the last section should be different for recruitment of members, and recruitment of Visiting members etc
- C CVS will be invited to do some Equal Opportunities training
- Jane noted suggested changes, however further changes may need to be made, taken away for consideration. Approved in principle
- Members agreed the importance of allocating reasonable time to further discussion and development of this policy

7 Terms of Reference policy

- Jane noted changes.
- Need to establish relationship with other Links that border Cumbria

General discussion points:

'LINK Governing Body' as a name for this group was not accepted by all so alternatives are being considered and will be offered at the next meeting.

It was felt that members of the governing body can co-opt as and when, giving specific consideration to skills and representation

It was decided that future meetings would be split, first half for this group to meet, then open it to nominated representatives to join in the second half (they would have no voting rights on decisions made, but could contribute to the discussion)

Jane to provide a comprehensive list of full names of Cumbria health and Social Care organisations the LINK will work with in future eg North Cumbria Universities Hospitals Trust

The decision was made and accepted that a 'Quorum' would be made up of half the group rounded up to the nearest whole number where required.

Code of Conduct at meetings policy to be dealt with at a later date

The Chair to be elected at a later date

Members agreed Term of reference subject to changes discussed.

8 Action Plan

To be included:

Budget – review regularly

Research strategy for survey work

Visiting team – timescales by Christmas

Established 'members' in representative roles already attending various meetings in PPI role remain where possible, report back to Governing Body using a standardised report form (to be developed by support staff) Governing Body will create establish groups to compliment needs as they arise

10 Launch event 22nd October:

A room has been booked for this group to meet again at 9am before the launch event on the 22nd October at CREA. Neil has agreed to introduce the event and Liz present concluding comments. It was thought that the 22nd should have a clear message around the LINK Governing Body and support is actively looking to recruit members of the public as members of the LINK.

Suggestions for the workshops in the afternoon were:

- How does membership of the LINK work?
- Different levels of engagement for members?

Members of the Governing Body will take workshops

There should be stalls from NHS, Social Care etc at the event

11 Date and Time of Next Meeting

The next meeting of this group has been planned for the 29th October in Kendal at 10am, Cumbria Wildlife Trust, Plumbgarth, Kendal

12 Any Other Business

Neil asked if his phone number could be changed to 01768 713647, as a mistake had been with one of the digits.

The Heart of Regeneration: the Development of a Health Campus in West Cumbria event was discussed, and a request was made that 2 people from West Cumbria had been invited to attend from the LINK. Alan definitely, and David possibly will attend with Kay.