



Manchester Local Involvement Network

**Manchester LINK Steering Group Meeting
Tuesday 24th February 2010, Time 5-7 pm
Venue: Gaddum House, 6 Great Jackson Street**

Steering Group Members present: Michael Kelly, Pauline Sergeant, Richard Wright, Marisha Palm, Nicholas Harris, Anthony Turner, Mike Wild, Keith Walmsley and Melvyn Sandler.

Apologies: Dr Syed Abidi and Helen Gilbertson.

Also Present: Naheed Akhtar and Anthony Doggett.

1. Welcome, introductions and apologies

Michael k welcomed everyone to the meeting and introductions were made.

Richard W gave his apologies for the previous meeting - he got his dates mixed up.

2. Minutes of last meeting

The minutes of the last meeting were agreed as an accurate record.

3. Matters Arising

a. Substantial Variation in Adult Social Care

Naheed A said Danny Gough is currently trying to find out more about this.

Mike W told the group there is more difficult because Adult Social Care is not under the same obligations as NHS organisations.

Action: Danny G to find out more about a substantial variation in Adult Social Care Services.

4. Election of LINK Chair

a. Chair

Michael Kelly was elected as Chair of the LINK Steering Group.

b. Vice Chair

Melvyn Sandler was elected as Vice Chair of the LINK Steering Group.

c. Thank You to previous chairs

The group thanked Michael K and Richard W for all their work over the last year.

d. LINK Chair Job Description

Mike W suggested job roles should be developed for all LINK members, as Michael K's LINK chair job description includes regular Steering Group member and LINK member duties too. Michael K said he would look at this document again and split it into different roles.

Action: Michael K to look at his job description again and sort the duties in separate roles.

Action: Naheed A to find examples of roles from other LINKs

5. LINK Activity

a. LINK meetings and events

The group shared information about dates of meetings. Naheed A offered for the Support Team to put together a list LINK meetings and events so that everyone has the option of attending and to avoid confusion.

Action: LINK Support Team to put together a list of meetings and events to share with the Steering Group

b. Homelessness

The group noted the update from Lydia.

i. Promotion of the Staff Training DVD

Mike W asked whether the Staff Training DVD will be promoted outside the Health Service, as that is only what is mentioned in the report. Naheed A said there are no plans to promote it until after the launch at the event. After the launch, where health and social care professionals will be invited to attend, it will be promoted widely through Health and Social Care organisations. It was suggested that the video could also be uploaded to YouTube.

Action: discuss promotion of the DVD with Mike Wild.

ii. Impact Assessment Review

The group agreed the LINK should carry out an Impact Assessment Review of the Homelessness Campaign six months after it has finished. Marisha Palm and Richard Wright agreed to carry this out.

c. Mental Health

The report from Danny was noted.

d. Dignity & Respect

The report from Valeska was noted. Naheed A informed the group the Tell Us Your Story campaign will be going ahead, after a lot of issues and delays; the Dignity Award is currently being planned by Valeska; and Valeska and Alex will be carrying out an initial visit ward H3, which will be followed up by members of LINK's Enter and View Team.

The group discussed whether more LINK members needed to be trained to Enter and View. It was agreed there are enough members trained – at 6 – to be able to carry out the Enter and View work.

e. Access to Services

The report from Danny was noted.

Marisha P raised an the issue of both sides of Grafton Street, along which you would travel to St Mary's, being blocked. The group agreed to write to Central Manchester Hospital Trust (CMMC) to express concern over this issue.

Action: Access to Services Group to write to CMMC expressing concern over access to St Mary's

Mike W said he thought 'Urgent Care' might be a bit too jargony. Michael K explained that it was the best name to describe all the areas that they're covering. It was agreed the survey should include an explanation of 'Urgent Care' and should be circulated before sending out.

Action: Danny Gough to include an explanation of Urgent Care in the survey and circulate before sending out.

f. Publicity

The group noted the update from Danny. Melvyn S added that progress with the group had been difficult. They have decided they need a particular issue to promote LINKs with, rather than promoting LINKs as a whole. It was suggested the LINK try to capture people's attention by asking people about 'hot topics' via the newsletter, website and survey monkey. Melvyn also asked for all campaign groups to add publicity to their Agenda to discuss whether their work could contribute to LINK publicity.

It was also requested that Publicity Group reports include membership figures – number of individuals and organisations – to assess how well they're doing.

Action: All campaign groups to discuss using topics they are working on for publicity

Action: Danny to include membership figures on the publicity reports for the Steering Group.

g. Adult Social Care

The group noted the report from Valeksa

6. Governance Framework

a. 6-monthly plans

The group welcomed the change so that continuous groups have to produce 6-monthly work plan which will be reviewed by the Steering Group. Nick H, Richard W, Marisha P and Anthony D will work on this. Richard W said he would produce a draft work plan. Naheed A asked for this to include allowances for when things don't go to plan. Naheed A said the Campaign Groups could try to complete draft work plans for the Steering Group by the May Steering Group meeting, subject to meetings and other commitments.

Action: Richard W to produce a draft project plan and meet to agree this

Action: Continuous Campaign Groups to try to complete work plans by May Steering Group meeting

b. Cut-down Governance Framework

Mike W said he preferred the cut-down Governance Framework, rather than the previous one which included all appendices. He asked for Conflict of Interest to be added to the policy. The group agreed this.

Action: Add Conflict of Interest to the Governance Framework.

c. Layout for LINK documents

The group liked the template for the Governance Document, with page numbers, File path and LINK logo. It was agreed all documents should follow the same format.

Action: LINK Support Team to develop a template for documents along the lines of the Governance Framework.

7. Community Health

The group agreed they needed to monitor developments closely.

Mike Wild will be writing up the voluntary sectors perspective on the issue.

There were concerns that: it will lead to a fragmented and expensive service; there will be a huge cost for moving staff over and all the PCT's budget will be spent by other organisations, so they have no responsibility over their budget.

8. Newton Heath Medical Practice

Approached by PPI elements of Manchester PCT.

Anthony D and Alex Burton have tested the claim that the centres were down the road. They walked halfway and back and it took half an hour. Will now consider whether it is a substantial variation and if so what the engagement plans are. The issue will be considered by the Access to Services group.

Action: Access to Services Group to consider how to take this forward.

10. Securing Out Shared Future (SOSF).

Naheed A suggested the topic should be covered in its own meeting, rather than looking at it in 5 minutes.

£2 million saving whilst improving services.

What should the LINK's response be:

Mike Wild involved as a member of MACC

Purpose of the task group to react to proposals?

What is the LINK's Approach to SOSF?

The risk that LINK might seem to be involved in making decisions is something which needs to be considered.

Issues of confidentiality e.g. may involve redundancies

Meeting to be set in two weeks time.

Doodler to be sent out.

Action: Support Team to set up a meeting for members to discuss SOSF.

Date of the next meeting: Tuesday 6th April, 4:00pm – 6:00pm, Gaddum House.