

## **Devon LINK Steering Group**

Minutes of the meeting held at EDVSA, Ridgeway House,  
Ottery St Mary,  
Tuesday 14<sup>th</sup> October 2008

**Present:** Derrick Roach, Susan Howell-Richardson, Rosemary Whitehurst, Malcolm Froude, George-Alfred Husband, Jean Waldron, Debbie Avery

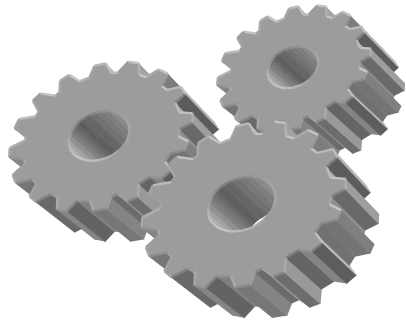
**In Attendance:** Kate Fenton – Host (EDVSA)  
Lynne Robertson – Host (EDVSA)  
Leisa Lavender – Host (EDVSA)  
Sandra Chapman (minute taking) – Host (EDVSA)

**Apologies:** Marjorie Brace, Dan Kjellgren, Carol Brown

	<b>ACTION</b>
<p><b>1. <u>Minutes of Last Meeting/Matters Arising</u></b></p> <p>1.1. LR and LL met with Paul Giblin who has been given the role of LINK Lead within DCC. PCT leads are Sue Moreton and Liz Hankin. KF and LR to meet regularly with LINK leads. PG will post onto DCC website their responsibilities to the LINK</p> <p>1.2. LR advised that PG would not be involved in the issues, but would re-direct them accordingly.</p> <p>1.3. MF suggested that the ISG chair be present at these meetings which should take place every 4 – 6 weeks between the ISG monthly meetings.</p> <p>1.4. LINK to present to CSCI.</p> <p>1.5. SG request that LR be “Link to the LINKs” and report back from the meetings taking place between the Host Organisations.</p>	
<p><b>2. <u>Feedback for Launch Events</u></b></p> <p>2.1. The feedback was approx. 80%, very positive.</p> <p>2.2. KF announced at the Honiton event that LINK was officially “Live”</p> <p>2.3. KF is dealing with two issues from delegates which arose regarding the launch event venues. Disabled parking at Exeter and an LGBT issue at Exeter.</p> <p>2.4. The LINKs team will collate a set of FAQ’s and issues and post on the website, address by “Theme”</p> <p>2.5. LR reported back on the Case Studies on the hard to reach, minority</p>	

<p>groups, ex offenders, young parents, gypsy travellers and migrant workers. Some creative ideas came back which LR will summarise and condense for publishing in final report and newsletter.</p> <p>2.6. The Governance workshop results have been filtered and a decision making process has been drawn up (see attachment)</p> <p>2.7. ISG to have input re weighting and investigate the DCC matrix management tool (SHR to provide)</p> <p>2.8. KF stated that work plans should not be longer than 12 months as LINK may not resolve everything, only have a positive impact.</p> <p>2.9. ISG to think about the Capacity of Issues for both the SG and LINK</p> <p><b>A. Further develop issue form and selection criteria</b></p>	<p><b>SHR</b></p> <p><b>Host</b></p>
<p><b>3. <u>Task/Work Groups</u></b></p> <p>3.1 KF asked the ISG how we should go about building workgroups and diversity subgroups. ISG all agreed that issue come first. KF felt re-assured.</p>	
<p><b>4. <u>Authorised Representatives</u></b></p> <p>4.1 The ISG felt the teams visiting sites must know what they are looking for and should have relevant experience in the area of concern. ISG member remits could be the way forward and KF will start the CRB checks.</p> <p>4.2 It was made clear that a meeting is not classed as a visit.</p>	<p><b>KF</b></p>
<p><b>5. <u>Work Plan</u></b></p> <p>5.1 <b>Issue 1</b> – Shaw Healthcare – as Senior Council have already got workgroups set up and meetings in place (Shaw and Richard Day from DCC), it made sense for the Senior Council to feedback and LINK to keep a watching brief on Shaw.</p> <p>5.2 <b>Issue 2</b> – Care Direct – DA thinks their assessment criteria is legally within their limits, however, RW suggested that need is not being fairly assessed. DR thought that just because it's done, it doesn't make it right.</p> <p>5.3 How do we take it on as a LINK? Lorna to start researching issue.</p> <p>5.4 <b>Issue 3</b> – Transport – It was felt that this issue is huge and too big for LINK. Senior Council are actively taking up issues on transport generally in Devon, but not solving them.</p> <p>5.5 Standard letters need to be drawn up which can be used to investigate/gather information</p> <p><b>B. Shaw Healthcare and Care Direct – further info/updates required.</b></p>	<p><b>Host</b></p>

<p><b>6. Finance</b></p> <p>6.1 Host requests clarification from ISG Re: spending LINK finances on their behalf.</p> <p>6.2 ISG empowers small expenditure and also SG activity without prior authorisation (e.g. conference attendance). Events are planned in advance and Host will put forward proposal for expenditure to the monthly meeting.</p> <p>6.3 Youth participation event planned. CE team are building relationships and enabling people to engage in different ways.</p> <p>6.4 LR requested that CE team buy some Busbi's mini-camcorders to record discussions – need to ensure informed consent and agreed expenditure.</p> <p>6.5 Need to clarify procedures/processes to make sure the participants, i.e. young people, can give consent e.g. letter will have to have symbols e.t.c.</p> <p>6.6 Reference to "Every Child Matters" and DPA requirements.</p> <p>6.7 Draw up a proposal for spending to March 08</p>	
<p><b>7. Training</b></p> <p>7.1 KF to identify training programme. To contact a consultant who is also working with other LINKs and Hosts.</p> <p>7.2 Group asked to pass on any individual training needs:</p> <ul style="list-style-type: none"> <li>• GH needs Media Trust training</li> <li>• Equality/diversity</li> <li>• Living Options – communication with people who have sensory disabilities.</li> <li>• Core quality commission training towards end of March/February Re: HC/CSCI.</li> </ul>	<b>KF</b>
<p><b><u>Next Meeting</u></b></p> <p>14<sup>th</sup> November 2008, 13.30 – 15.30, at the EDVSA offices, Ottery St Mary.</p>	



## Setting the Wheels in Motion

