



**Minutes of the second meeting of the LINK Interim Executive
Tuesday 26 August 2008, 6-8pm
At: East Hill Baptist Church,
182 East Hill, Wandsworth, SW18 2HD**

Present:

Colleen Bowen
Alison Buick
Caroline Furnivall
Del Hosain
Suzanna Kawalek
Catherine Kennington
Stefan Kuchar (in the Chair)
Esther Persaud
Marisca Ribeiro
Kurt Schwarz
Louise Shellard
Irene Storer
Peter Whitby
Barbara Willerton

Host team:

Jason Edgington - WCA Director
Simonne Reid – LINK Executive Assistant
Susan Wheeler-Kiley – WCA Project Leader
Andrew Craig – MAC partner
Valerie Moore – MAC partner

2.1. Welcome and Introductions

The Chair welcomed everyone and introduced Simonne Reid the newly appointed LINK Executive Assistant. The Chair asked members to introduce themselves round the table and to say a word about why they had joined LINK. Members gave the following reasons: to have my say – to help people live independent lives – get voice heard – get other people's "voices" heard who cannot speak for themselves – see work of

PPI Forum at St. George's is continued – ensure LINK is for benefit of patients not doctors and nurses – keep an eye on St. Georges - get health and social care issues dealt with together – ensure mental health and learning difficulties are given priority – through interest in WCA – to continue work of PCT PPI Forum - because of interested in services for older people – support for carers – combining health and social care needs – to bring experience from Council and OSC – to continue, support and co-ordinate existing efforts as well as new initiatives.

The Chair rounded up by saying he got involved with LINK because he thinks this is a great opportunity to make a real difference to health and social care in Wandsworth.

2.2. Apologies were received from Mike Grahn.

2.3. Chair's announcements

The Chair made a number of domestic announcements about fire exits, toilets, refreshments, mobiles phones and asked that only one person speak at a time.

2.4. Members' declarations of interest (Governance Paper C)

There were no new declarations since last meeting. It was noted this would be a regular item on each agenda to remind Members to declare any personal interests which might be perceived by the public to have a potential conflict with the LINK.

Matters for decision and approval

2.5. Adoption of the agenda - agreed

2.6. Minutes of the previous meeting on 14 July 2008

Including amended Governance Policy papers:

Declaration of Interests, Attendance at Meetings, Standing Orders, and Recognition & Reward (including expenses claim form paper K)

The Minutes were agreed with the following change:

Item 1.1 – “word” not work. Governance papers were agreed subject to clarifications and minor amendments listed under matters arising.

2.7. Matters arising from minutes and from Governance papers C, D, E and F and paper K expenses claim guidance and claim form.

2.7.1. Item 1.3 – a new list of contact details was issued however this will be resent to IE members within a week. Also regarding contact details, it was confirmed that individuals have personal responsibility to safeguard confidentiality of email exchanges in both directions.

2.7.2. Item 1.4.4. It was agreed that the IE could decide if it wanted to co-opt additional members to the IE. However it was noted that all LINK Members including existing IE are eligible for election to the full Executive. It was noted that membership continues to grow with a total of 202 members recorded at the end July including 40 organisations (who have one vote each regardless of the membership of each organisation).

2.7.3. Item 1.4.5. It was noted that the collection of governance policies (papers C to F inclusive) would form a Constitution.

2.7.4. Item 1.5. It was noted that Wandsworth LINK did not have a statement of aims or purpose although the general purpose of LINKs was laid down in national regulations (see paper G). It was agreed this should be considered as part of the work programme discussion.

2.7.4. Item 1.5.1 Declaration of Interest (paper C) - it was confirmed that the current details of IE members' declarations should be available at each IE meeting and individuals should update their own declaration as and when appropriate. It was confirmed that appointment to an official post within a political party should be declared. It was agreed that the Host would circulate existing declarations to individuals and have complete set available at each IE meeting.

2.7.5. Item 1.5.2 re Attendance at IE meetings (paper D) it was noted that a Code of Conduct for IE members was needed if possible by the IE in September and definitely by the end of the year. Host to draft.

It was also noted that the word "permitted" had been omitted from para 1 line 6 of paper E Standing Orders - Public Attendance at Meetings.

2.7.6. Item 1.5.4. Recognition and Reward (paper F) - it was confirmed that transport would be provided for LINK members with disabilities who were attending LINK meetings and that this cost would come out of the LINK Disbursement budget.

2.7.7. It was also agreed that references to Members should show clearly whether it was IE members or LINK members. Host to amend paper.

2.7.8. It was agreed that paper F Recognition and Reward and paper L Guidance for claiming expenses should include a very wide definition of all types of access, support and enablement and not limit this to help directly related to dealing with paperwork.

2.7.9. It was noted that paper F last para on Authorisation should read "signed". It was also noted that the Host would decide in first instance if claims were reasonable and within guidance. It was agreed that the IE should periodically review the situation with regard to expenses and this would form part of the general financial review of the Disbursement budget.

2.8. Date, format and procedures for future LINK meetings – attachment paper L

2.8.1. It was confirmed that the next three IE meetings would be held in public and it was confirmed that interested members of the public would be welcome to attend as well as LINK members. Whilst there was some concern that public attendance might slow down the formal meeting, it was agreed that transparency was an overriding consideration.

2.8.2. It was agreed that IE meetings should last for 2 and half hours with 30 minutes for questions from non IE members at the end of the formal agenda.

2.8.3. Further consideration should be given to having a private section of IE meetings to take confidential business. This could either happen at every meeting or only as and when the need arises.

2.8.4. Host to prepare proposal to Sept meeting for sub group/special interest group structure to cover different issues/areas in more detail than was possible at the full IE meeting. It was suggested that individual IE members might take responsibility for areas in which they have a particular expertise and/or interest.

2.8.5. It was agreed that the IE would meet monthly on the following dates which were approximately the third week of the month. The following items were identified for the agendas although this was not a complete list:

2.8.6. Monday 22 September:

- Discussion and approval of work plan for rest of 2008 including “quick wins” and involvement of members beyond IE membership.
- Communication and participation – report back from MAC on phase one of two phase project. Proposals for phase two to come to October IE meeting. Phase one approved and paid for by Host. Phase two to be approved by IE and paid for from LINK Disbursement budget.
- Mapping voluntary sector activity in health and social care in Wandsworth – report back from MAC on phase one and make proposals for phase two of the project. Phase one approved and paid for by Host. Phase two to be approved by IE and paid for from LINK Disbursement budget.
- Initial plans for second public meeting on 15 December to report back on IE work so far
- Initial plans and election proposals for third public meeting on 19 January 2009 to elect a full Executive Committee.
- Plans for an IE Training and Development day from Host. See next item for details.)

2.8.7. Monday 20 October

- agenda to be confirmed but likely to include policy for “enter and view” by LINK and CRB checks and final plans for public meetings

2.8.8. Monday 17 November

- agenda to be confirmed but likely to include further preparation for public meetings and outline plans for 2009

2.8.9. Monday 15 December

- public meeting to receive report back on progress of IE so far

2.8.10. Monday 19 January

- public Meeting to elect full Executive Committee which is likely to take up the whole meeting.

2.9. Training and Development Day for Interim Executive Members

Day to provide opportunity for key stakeholders (Council, Social Services, WPCT, St. George's Hospital Trust and Mental Health Trust) to explain their services and to say what relationship they hope to have with LINK. Formal programme should be no longer than 10.30 to 4 pm with breaks. Contributors would be asked to make their sessions interactive and should provide back up notes. Contributors should be asked to remain for the full event and not just their contribution as it was important that all key stakeholders were part of the discussion about LINK's role with them all. Host to action.

2.10. Election of Chair and two Vice Chairs for Interim Executive until election of full Executive Committee – see paper M.

2.10.1.

Stefan Kuchar handed the chairmanship of the meeting to Jason Edgington, Host Director who called for nominations to the post of Chair of the IE through to the election of a full Executive Committee. Stefan Kuchar was the only nomination from a large number of different people. It was agreed that the formal proposer was Coleen Bowan and seconder was Del Husain and the appointment was agreed.

2.10.2.

Stefan Kuchar took back the chair and called for nominations for Vice Chair. Four Members were nominated but two decided to stand down. Suzanne Kawalek was proposed by Coleen Bowen and seconded by Irene Storer and Alison Buick was proposed by Caroline Furnival and seconded by Esther Persaud and both were duly appointed as Vice Chairs.

2.10.3.

It was agreed that the Chair and two Vice Chairs would meet with the Host before the next IE meeting to consider how best to deal with the other items still outstanding on the agenda so that progress could be made before the September IE meeting. If possible this sub group would report back to IE members before the September IE meeting. Host to organise meeting. (It was subsequently agreed that Val Moore would represent the Host and meet with Stefan, Alison and Suzanne at 10 am on Monday 15 September at the

Chair's office at Wandsworth Voluntary Sector Development Agency.

2.11. Appointment of Treasurer

It was proposed by Esther Persaud and seconded by Coleen Bowen that Barbara Willerton be appointed Treasurer and this was duly agreed. It was also agreed that the Treasurer would meet with the Host before the next IE meeting in September with particular reference to clarifying the position on the Disbursement Budget and other matters covered in the Resources paper I. Host to organise meeting

2.12. Items for information and discussion still outstanding on the agenda.

It was agreed that the Chair and two Vice Chairs and the Host would liaise on how best to deal with the following items:

- LINKs nationally and locally – notes on role and coverage - (July paper G)
- Health and social care in Wandsworth – population, institutions and issues - (July paper H)
- Wandsworth LINK resources report – finance and staffing – attachment paper I (July paper amended)
- Proposed LINK work programme - opportunities for “quick wins” - (July paper J)
- Communications and participation – attachment paper N

Open space/Other Urgent Business

This item is an opportunity for any IE member to raise a relevant issue not on the agenda but items should be notified to Chair in advance

2.13. Careline

Louise Shellard expressed concern about the future of Careline as it was generally but unofficially known that the Council planned to take this service back in house. It was noted that there was unlikely to be a consultation on the future of Careline and it was agreed that the Host should write to the Council and express concern on behalf of LINK.

2.14. PCT Clinical Effectiveness Committee

A WPCT paper had been circulated asking for a representative from LINK. It was agreed that Del Husain would represent LINK on the committee as the second lay member alongside Donald Roy who was already a lay member. Host to notify Fiona Hicks of PCT that Del Husain will represent LINK.

2.15. IE photos for website

It was agreed that photos of IE members could be taken and used on the Wandsworthlink website. Mark Bunyan from the MAC partnership was present and took photos of as many members as possible.

2.16. Date of next meeting

Monday 22 September 2008 from 6 to 8.30 pm at Putney Library, 5/7 Disraeli Road, London SW15 2DR with informal discussion and refreshments available from 5.30 pm. LINK members and interested members of the public are welcome to attend and participate in the open space time at the end of the meeting. If non IE members have questions they wish to raise, they should notify the Chair in advance of the meeting. It was agreed this procedure would be posted on the Wandsworthlink website together with papers for the September IE meeting.

The meeting ended at 8.15 with refreshments as there had been no break due to pressure of matters to be discussed.