

Chairs' Group

Minutes of Meeting Held on 18th May 2009,

5.30pm, at Earlsfield Library, SW18

Present: Jeremy Ambache (JA), Barbara Willerton (BW), Suzanna Kawalek (SK), Roger Appleton (RA), Jenny Weinstein (JW), Jason Edgington (JE), Susan Wheeler-Kiley (SW-K)

No.	Agenda Item	Action
1.	Apologies: Apologies received from Simonne Reid.	
2.	Minutes: Minutes of meeting held on 23 rd March 2009 approved.	
3.	<p>Matters Arising: LINK priorities (Item 2): note to be circulated.</p> <p>Targets for host (Item 6): Contract managers keen to have Service Level Agreement in place. Need to decide whether this should be in form of SLA or targets.</p> <p>Agreed there is a need to employ higher skilled resource role as well as admin role – money is available for increase in capacity. RA and JA to meet with JE and Donald Roy (WCA Chair).</p> <p>Roles and Representation (Item 8): Not all LINK members are representatives. Simonne to circulate which roles will be representatives and names of incumbents if filled.</p> <p>Enter and View (Item 10): More people and input of ideas needed on R&G Sub-Group to help steer Enter n View.</p> <p>Budgets awaited from Sub-Groups. Secondary Sub-Group to submit costing of priority work by 26th May.</p>	<p>EC/Host</p> <p>RA/JA/JE</p> <p>SR</p> <p>BW</p> <p>Sub-Group Chairs</p>

	JW, IS and BW to lead on work with learning difficulties	JW/IS/BW
4.3	<p>Providing timely community services after hospital discharge (<i>Secondary Health and Social Care sub group</i>)</p> <ul style="list-style-type: none"> a) Information gathering open day to be held on June 25th. Invite hospital reps, ask them to present policies. Invite Adult social services b) Contact user groups c) Prioritise problems d) Determine how LINK can address e) Prepare report by Jan/Feb 2010 <p>JA suggested using students from Roehampton to help with interviewing service users.</p>	SK/ Host
4.4	<p>Managing and inputting to Health Consultations (<i>Primary Health & Social Care sub group</i>)</p> <ul style="list-style-type: none"> a) Sexual health – BW to lead, following up leads from Youth Inclusion, Connexions, Student Union b) Polyclinics - ensure LINK representatives on all relevant consultation boards. Mike Grahn and BW named leads. <p>Need to take discussions on Polyclinics to the Exec in July.</p>	<p>BW</p> <p>MG/BW</p> <p>MG/BW/JA</p>
5.	<p>Mission and Aims Agreed following changes to Statement. JA to redraft and bring to Exec in June. Statement to be included on leaflet in plain language.</p>	JA
6.	<p>Equal Opportunities Statement Agreed the amendments.</p>	JW
7.	<p>Nominated Representatives Agreed to have clear procedure in place. Future nominations and re-nominations will be put forward by Sub-Groups to the EC who will confirm and authorise. Some written information on each candidate will be required. Where no Sub-Group, Chairs' Group to confirm representative 'crosses' sub groups this will go to Chairs' Group to recommend.</p>	All
8.	<p>Annual Report JA to comment on first draft by JE. Will be checked and signed off by EC members via e-mail.</p>	All/JA/JE

9.	Budget Need budget requests from all Sub-Groups. JA has requested almost £10k for additional staff resources.	All
10.	Public Meetings Agreed there should be a public report back meeting at the end of the year. The format will depend on how work on the four priorities develops.	JA/JE
11.	Enter and View Work on the policy is now completed and selection to start soon.	BW/JA/CB/ JE
12.	Any Other Business JW has sent a draft of the Newsletter for comments.	All/JW