Name of meeting/event	**Steering Group**
Date & time of meeting/event	**1st December 2010 @ 10am**
Organised by	**Croydon LINk team**
Chairman/Facilitator	**Janet Grant**
Minute taker	**Jennine Bailey (Croydon LINk)**
Venue	**CVA Resource Centre, 82 London Road, Croydon CR0 2TB**

Attendance

Name	
Present: Steering Group (SG) Guy Pile-Gray (GPG), Tracey Hague (TH), Janet Grant (JG), Dudley Edwards (DE), Steve Phaure (SP) of CVA. Visitor Pauline Dawkins (PD) Minutes – Jennine Bailey (JB)	Apologies: Bridget Stephanou (BS), Kail Gunaratnam (KG), Elsie Sutherland (ES), Fatima Koroma (FK), Folake Segun (FS).

Item & Discussion	Action to be followed up by
1. Welcome, Introductions & Apologies JG Welcomed all to the meeting. Introductions by all members present and apologies given.	
2. Minutes of previous meeting (21/10/10)	
Correct NHS Network to NHS Croydon on rep list.	LINk Office
Change the name of Mayday Hospital to Croydon University Hospital.	LINk Office
Query was raised regarding the nomination of the LINk representative on the National association of LINk members and National Voices. Issue to be discussed at next steering group meeting.	
3. Matters arising	
Mayday Board needs to be chased up to get reps on body. Office to send meeting dates and papers to Guy and Tracey.	LINk Office: To write letter to Mayday CEO.
SP informed the group that he and BS had held an interview for the post of LINk Coordinator. SP invited an expression of interest from CVA staff and as a result Folake Segun (FS) has taken the post. SP suggested FS contacts all SG members.	FS
Put a regular item on the Agenda for Healthwatch update.	LINk Office

4. Action Plan to set new priorities for Croydon LINk 2011-2012.	
TH feels that we have only just agreed the work plan for the Maternity WG and thus would like to continue WG.	
SP suggest that it may be useful to take into account the Scrutiny work plan to prevent work duplication and to ensure that we add value.	
JG circulated the JSNA (Joint Strategic Needs Assessment) data set and suggested the group look at it for future work priorities.	
DE suggests we should make GP commissioning and Healthwatch a priority of the SG.	
All agreed the SG should have more strategic agendas, for example: • What we need to do to prepare for Health Watch. • GP Commissioning • Health and Well-being Board • JSNA	
SP suggests when FS joins we should look at a 3 month review of priorities. FS to prepare paper on priorities for next SG meeting.	FS
SP suggests we should meet every 6 weeks. All agreed (see below dates) • 25th January 2011 -10am • 8th March 2011 – 10am • 19th April 2011 – 10am • 31st May 2011 – 10am • 12th July 2011 – 10am • 23rd August 2011 – 10am • 4th October – 10am • 15th November – 10am All agreed the 1st April 2011 for the next review of priorities.	FS
5. Training Programme	
Information given regarding Training dates and course details for ICT courses.	
LINk office to circulate spreadsheet of IT Training courses to SG for information.	LINk Office

6. Representatives on partnership bodies **a) Reports back from Representatives** **i) TH feed back from Healthy Croydon Partnership –**Attended a presentation from Dr Peter Brambleby (Department of Public Health) on statistics and health expectations. Their draft annual report and JSNA report was also presented. Caroline Taylor did a presentation on the NHS white paper and GP Consortia. TH found the meeting to be a talking shop and feels they are not pushing things forward. She informed the group that an interesting fact was that the Croydon teenage pregnancy rate has dropped. GPG also felt too much statistics and charts and not enough decisions were made. There was no clear direction or goals of the Healthy Croydon Partnership.	
LINk office to get power point presentation from Caroline Taylor.	LINk office
DE suggested that all the representatives' feed back to the Healthy Croydon Partnership via TH as the body is at the top of the Health Strategic Partnership.	
All Reps are to fully understand the top 3 priorities for all the working groups.	SG
All agreed reps need to be more forceful with questions.	
LINk office to go back to Steve Morton to ask: • What does the HCP hope to deliver in the long term? • How does the LINk affect their agenda?	LINk Office
LINk office to get dates for SLAM meetings and send to DE.	LINk Office
ii) JG feed back from Croydon LAS- Informed the group they are redesigning ambulance for the whole of England. JG recommended getting Malcolm (from the National Association of LINk Members) to come to speak at future steering group meetings.	
JG informed the group that the council's Children & Young People department are restructuring and reviewing their budget and suggested that as a LINk we should be looking at this. JG to give summary at next meeting.	JG
iii) TH feed back from Overview & Scrutiny- TH attended a meeting on 9th November. They discussed the draft JSNA work plan. Along with housing, health, social care for adults and services for people with dementia. All papers can be downloaded online. An example of good practice: TH was able to get BS a connection to visit The Memory Clinic at Scrutiny.	

iv) JG feed back an update from JSNA regarding the local authority and PCT structure changes. Awaiting JG full report.	JG
b) Nomination of members	
Steering Group to decide on representatives for other bodies at next meeting.	
TH informed the group that KG can not be an additional rep on Healthy Croydon Partnership network as they only need two members.	
JB informed the group that Pauline Dawkins (Open Community Involvement worker) can feedback information from OPEN network to the LINk.	
Pauline Dawkins attended the meeting and informed the group that BS (Bridget) has been confirmed as a representative for LINk on OPEN.	
Office to send PD, BS's contact details so that she can receive OPEN meeting details and papers.	LINk Office
Sarah Taylor from CVA attends the Community Involvement Strategies group. SG to invite her to future relevant meetings for information.	
Host circulated a description of each partnership body and how they can work with the group.	
7. Guest speakers (From NHS Croydon and others)	
Office to invite Caroline Taylor to a future SG meeting to explain changes and how the LINk can help.	LINk Office
DE feels that SG should proactively invite external groups and programme leads to SG meetings.	
SP suggested we invite 2 new GP consortia and Graham Bass from scrutiny to a future meeting.	LINk Office
8. Update from working groups	
Reminder: All chairs of working groups to bring reports to steering group meetings.	SG
i) **Alzheimer's & Dementia Working Group-**To discuss at next meeting.	
ii) **Diabetes Working Group –** On hold.	
iii) **Hospital Care Working Group-** To discuss at next meeting.	

iv) **Maternity Services Working Group-** In their meeting last week they discussed the report from the groups visit to Croydon University hospital and are close to agreeing. They are presently designing flyers to promote the working group and do outreach work.	
v) **Mental Health Working Group-** The group planned a 2nd visit to Bethlem Hospital to look and observe their practises but they weren't allowed access. This was due to the receptionist at the Hospital not being aware of their appointment as the contact at the hospital was off that day. Will need to look at this issue to prevent further problems. An official Enter and View visit still needs to be planned. The group is focusing on Acute Care at the moment.	
vi) **Relationship & Sexual Health-** To discuss at next meeting	
9. Working Group's Budget Plans	
All agreed to approve budget of £450 and any additional postage cost for the Alzheimer's and Dementia working group.	
All agreed budget of £200 for Maternity working group leaflet.	
10. AOB	
All agreed to make any leaflet design consistent with LINk logo and brand . Content and images to be sent in to LINk office for forwarding to CVA design department.	TH, BS & LINk office
GPG would like an item on the agenda to set goals and time frames for the steering group.	
DE has asked the office to find out if we have to have a statutory AGM?	FS
All working groups to agree a work plan and will be circulated to Steering group before meeting.	SG & LINk office.
Next Meeting Date & Agenda **Tuesday 25th January 2011, 10:00am-12:00 at CVA Resource Centre, 82 London Rd, West Croydon, CR0 2TB**	
Meeting ended at 12:10pm	
All information available in large print, on tape or other formats. Contact Nicole on 020 8253 7088 or Minicom 020 8683 7014.	