

Rotherham Local Involvement Network (LINK)

Governing Board Meeting MINUTES

Date : 12 December 2011	Time : 2.30 pm	Venue: Voluntary Action Rotherham
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In attendance: Diana Swanson; Glyn Butcher; Anna Chester; Robert Copley; Pat Draycott; Yvonne Woolley; Shafiq Hussain; Vanessa Bryan

Item No	Subject
1.	<p>Welcome and Apologies Apologies were received from Anita Wilson.</p> <p>Declarations of Interest None</p>
2.	<p>Approval of Minutes – 14 November 2011 The minutes were agreed as a true and accurate version.</p> <p>Matters Arising / Action Points – 14 November 2011 Shafiq had circulated the Brokerage Research report - this work was acknowledged in last year's LINK annual report; however this had now been superseded by the Rotherham E Market Place. The LINK / Adult Services Consortium (ADC) supported work that investigated the feasibility and need for an electronic 'shop window' where people could find out about services they needed, with a potential to buy them 'on line'. Since the initial LINK / ASC work, RMBC as part of a regional initiative / approach were supporting a wider IT platform that was due to go live around April 2012.</p> <p>A query was raised about the length of time Voluntary Action Rotherham (VAR) would not charge for LINK worker accommodation costs. Shafiq reported that it was possible that RMBC would negotiate a further contract to September 2012 when the current contract expires on 31 March 2012. Shafiq confirmed that VAR would continue not to charge VAR office costs for the further period to September 2012 – however that assumed the level of contract and work specification being maintained to the existing level.</p> <p>Other actions re: previous minutes noted as completed.</p> <p>Ness to contact Elaine Barnes, NHS Rotherham to remind her to send the write up on the Board's Equality Delivery System focus group.</p>
3.	<p>Update from Contract Meeting Monthly contract meetings are taking place with representation from Chief Executives, Rotherham M.B. Council, Neighbourhoods and Adult Services, Rotherham M.B. Council and NHS Rotherham. The next contract meeting will be held on 14 December 2011. At the last contract meeting it was agreed that Neighbourhoods and Adult Services, Rotherham Foundation Trust, NHS Rotherham and RDASH would each agree with LINK an issue that requires LINK support. The Board discussed the need to agree each partner issue and LINK's issue asap in order to plan the resources/support required.</p> <p>Ness reported that she had met separately with Rotherham Foundation Trust (RFT) and RDASH. Following a wide ranging discussion including LINK's current service specification outputs/outcomes, RFT proposed the potential for a joint issue that LINK can support.</p> <p>Shafiq advised that he had action notes of the contract meeting which would provide an audit trail.</p>
4.	<p>Budget Update Ness gave an overview of the current budget and advised that the budget was in line with agreed spend.</p> <p>Point of clarification was raised re: a detail contained within the LINK finance statement for the previous contract for the period 1 April 2011, terminating 30 September 2011. As required VAR had paid out the redundancy payments to staff affected; however, RMBC appeared to be saying that the redundancy payment was not eligible as part of the contract. VAR were disputing this and were in communication with RMBC to resolve this. The LINK meeting today noted that this was an issue that would affect the wider Voluntary/Community Sector who had RMBC contracts and supported VAR's stance / position.</p>
5.	<p>Board Vacancy Update Ness reported that LINK had received 2 applications, one from a retired GP and one from a member of the Black and Minority Ethnic community who worked in health/social care in Barnsley and lived in Rotherham. Interviews were to take place before Christmas. Board members and LINK members would be informed in the New Year of any appointments to the Board.</p>

6.	<p>Work Plan update</p> <p>Ness updated the Board on areas of the Work Plan including the review of the previous work plan e.g. Laughton Common TARA and Getting to the Heart of the Matter.</p> <p>Ness reported that the events LINK attended i.e. Carers Rights, Charity Market and Rotherham Advice and Information Network in partnership with Shelter Information Day, had provided an excellent networking opportunity to work with a wide selection of organisations, raise awareness of LINK and promote the recruitment of Governing Board members.</p>
7.	<p>Timing of Board Meetings</p> <p>It was agreed that the Board meeting in January would be held at 3.30pm and the February meeting would be held at 5.30pm to enable Board members who work to attend.</p>
8.	<p>Any Other Business</p> <p>It was agreed that the Annual General Meeting (AGM) would take place on 19 March 2012 in the morning. The purpose of the AGM was discussed and it was agreed that Ness would invite Rotherham's Mayor, the Chair of Rotherham Foundation Trust and the Chair of the Health and Well Being Board on behalf of the LINKrotherham Board to the AGM. Articles for inclusion in the LINK newsletter were agreed – a Christmas/New Year message; expanding Board membership; annual general meeting; update on previous articles; events attended; acknowledging LINK's volunteers (Kathryn and Louise) and promoting volunteering.</p>
9.	<p>Date of next meeting</p> <p>The next Board meeting will be held on 9 January 2012 at 3.30pm at The Spectrum.</p>
10.	<p>Patient Advice and Liaison Services (PALS)</p> <p>Following a presentation a wide ranging discussion took place. It was acknowledged that LINK and PALS would continue to support each other</p>