

minutes of meeting

	<p>starting in post on 23rd March. A member from the group proposed that Host circulate the job description for the Coordinator's position. All felt this would be beneficial and Elvis agreed to this.</p> <p><i>Action: LINK Host team to circulate Job Description for LINK Coordinator's position to the Management Group.</i></p>	Simmons
2.0	Minutes of the last meeting – 17th February	
	The minutes of the last meeting were agreed.	
3.0	Election of Chair	
	<p>Elvis Langley explained that the previous agreed procedure for electing a Chair was unclear and proposed a two part process of nomination – self nomination - followed by a secret ballot. The group agreed with this proposal.</p> <p>Also, discussed and agreed was for the Chair to serve for a period of 1 year and for the inclusion of two vice Chair roles, each serving for 1 year.</p> <p>The nomination process was held and the successful candidates were: Giles Dee-Shapland as Chair Christine Vigars as Vice Chair Margret Cairns-Irven as Vice Chair</p>	
4.0	Expenses for LINK Participants / Representatives	
	<p>Elvis Langley reported that there is provision for payment of expenses to members of the Management Group for expenses incurred when representing the LINK at events and meetings.</p> <p><i>Action: LINK Host staff to liaise with the Management Group on the claiming process.</i></p>	Simmons
5.0	Co-option of members on the Management Group	
	<p>Simmons reported that three people previously suggested by the Management Group were approached by the LINK Host and agreed to be considered for co-option onto the Management Group. The group agreed that all three people were suitable for co-option.</p> <p>The group discussed and agreed that Robin Tuck – previously PPI member and LINK Planning Group member is also suitable for co-option onto the</p>	

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	<p>Management Group.</p> <p>The gaps in areas of interest in the Management Group were identified to be; a) representation from young people; and b) a learning disability group.</p> <p>Simone reported difficulties experienced in co-opting young people into the group. Proposals received from the group on ways to get the interest of young people included; establishing links with other bodies such as the Youth Parliament; obtaining ideas from the overview and scrutiny meeting about young people’s activities and the use of “schedule mapping” as a way of engaging young people.</p> <p><i>Actions:</i></p> <p><i>i. The LINK Host to accept the people agreed for co-option and inform them of the successful outcome.</i></p> <p><i>ii. LINK Host staff to find out from Robin if he wishes to be co-opted onto the Management Group and proceed accordingly.</i></p> <p><i>iii. LINK Host to introduce ‘schedule mapping’ as a way of helping to engage young people.</i></p> <p><i>iv. Giles to approach a young peoples group at a meeting he will be attending on 24th April for possible co-option and feedback to the LINK Host and the Management Group.</i></p>	<p>Simmons</p> <p>Simmons</p> <p>Elvis</p> <p>Giles</p>
5.0	Training	
5.1	<p><i>Feedback from Training Events attended on 4th & 17th March – LINK participants and Staff workshop</i></p> <p>The overall feedback from members of the group who attended the workshops was that they found the workshop beneficial.</p> <p><i>Action:</i> <i>LINK Host staff to circulate the workshops slides to Management Group members.</i></p>	Simmons
5.2	<p>Identifying Training Requirements</p> <p>Elvis Langley took suggestions on training that will be useful to the group and also gave suggestions on some of the training that the LINK Host can offer.</p> <p>It was agreed that the LINK Host will put together a list of training from information gathered from training</p>	

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	needs audit and other areas. <i>Action:</i> <i>The LINK manager to identify training opportunities and circulate to the Management Group.</i>	Elvis
6.0	Feedback on action arising from previous Sub-Group meetings	
	Elvis informed the group about the main action points which came from the sexual health sub-group meeting on 25 th February and the older people sub-group meeting on 12 th March. Information on the next step was also passed to the group.	
7.0	Feedback from Meetings / Event attended	
7.1	<i>Meeting about Carers in the Borough</i> Mary fed back from a meeting she attended with Laxmi Jamdagni (RBKC Carers Strategy Project Manager) regarding carers in the borough. The meeting addressed concerns around the number carers in the borough, how to identify where the gaps are and how to increase the number of carers engages with. The group felt the LINK through the involvement of the Carers sub-group, may be able to help to identify where the gaps are and how to get more carers involve in the LINK. <i>Actions:</i> <i>i. The LINK Host to meet with Mary Gardner to discuss how the LINK can contribute.</i> <i>ii. LINK to feedback to Laxmi Jamdagni information on how the Carers group will feed into the sub-group.</i>	Aisha Bryant (Temporary LINK Coordinator)
7.2	<i>Chairs and Host Network Meeting – 20th February 2009</i> Mary reported that she felt the meeting would have been more beneficial had it been solution focused.	
8.0	Update on up-coming meetings	
8.1	'Open Space' Working Group meeting - 9th April Elvis informed the group about a series of Open Space working group meetings where people from the different sub-groups will meet in one space to network and work on the key priorities identified within the different sub-groups. The first meeting will take place on 9 th April. All actions arising from the Open Space meetings will be fed back to the individual sub-groups	

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	<p>which will in turn be fed back to the Management Group.</p> <p>Mental Health Sub-Group meeting – 3rd April The group was informed about the first Mental Health sub-group public meeting which will take place on Friday 3rd April, 1:00pm to 3:00pm at Notting Hill Housing, Bramley Gardens, 123 St Anns Road, London W11 4BT.</p>	
8.2	<p><i>Actions:</i></p> <p>i. LINK Host staff to circulate the details for the Mental Health sub-group meeting to the members of the Management Group.</p>	Simmons
9.0	A.O.B	
9.1	<p>Recruitment The group proposed that the Host should consider allowing the Chair of the Management Group to sit on recruitment panels. Elvis agreed to this.</p> <p><i>Action:</i> The LINK Host will invite the Chair to sit on the recruitment panel during LINK specific job interviews.</p>	Elvis
9.2	<p>Communication with Management Group member <i>Action:</i> LINK Host staff to ensure that Management Group member, Margaret is kept up-to-date with communication by post.</p>	Simmons
9.3	<p>Contract Monitoring Meetings The group suggested that the Chair should attend LINK Contract Monitoring monthly meetings as this will help the Management Group to stay in touch with what is going on with the LINK. Elvis Langley agreed.</p> <p><i>Action:</i> LINK Host manager to get permission for the Chair to attend contract monitoring meeting and feedback decision to the group.</p>	Elvis
9.4	<p>Project Mobile Phone It was agreed that the LINK Coordinator's mobile number should be circulated to the Management Group and added to office voicemail recording.</p> <p><i>Action:</i> LINK Host staff to circulate the LINK Coordinator's mobile phone to the Management Group and be added to the voicemail.</p>	Simmons
	Re-arrangement of Meeting	

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9.5	<i>Action:</i> <i>LINK Host staff to re-arrange 28th May and 27th August Management Group meeting.</i>	Simmone
10.0	Future Meeting Dates and Venue	
	Date: Thursday 30 th April 2009 Time: 3pm – 5pm Venue: The Quiet Room London Light House, 111 – 117 Lancaster Road Ladbroke Grove, London, W11 1QT	