

## Work Report

### July – September 2008

The role of Parkwood Healthcare as the host organisation is to enable, support and guide the LINK successfully in its activities. In turn, the LINK will make decisions about the work that the host undertakes, particularly in relation to the development and implementation of a work programme, development and implementation of appropriate networks, structures and governance arrangements. A host organisation will undertake different functions during the initial establishment of the LINK to those support functions that are required once the LINK has been set up. This report describes activities of the LINK and host to 26 September 08.

Month	Activity
<p><b>July</b></p>	<p><b>Admin:</b></p> <ul style="list-style-type: none"> <li>• Set up of contacts database.</li> <li>• Population of contacts database.</li> <li>• Set up of staff timesheets.</li> <li>• Set up/organisation of shared folder.</li> <li>• Set up of website (framework).</li> <li>• Creation of power point presentation for Steering Group.</li> <li>• LINK steering group meeting, minute taking on 16.07.08</li> <li>• Office relocation duties.</li> <li>• Organising paper filing system.</li> </ul> <p><b>Outreach:</b></p> <ul style="list-style-type: none"> <li>• Visits to eighteen Lewisham GP Practises to advertise the services that Lewisham LINK has to offer and distribute promotional material.</li> <li>• Visits six supermarkets including two major Tesco stores and a major Sainsbury's to distribute promotional material.</li> </ul>

## August

### **Develop Policies and Procedures:**

- Equality and diversity
- Volunteer
- Data Protection
- Volunteer agreement

### **Outreach visits, inviting individuals and groups to the Lewisham LINK Launch Event:**

- Tamil Elders Group
- Lewisham Community Sports
- Turkish Elders; Voluntary Centre Lewisham
- Lewisham Irish centre
- Callabash Centre, Lewisham Homes Day Service
- Lewisham Town Centre
- Lewisham Library

### **Meetings:**

- LINK Executive
- LINK Statutory Sector Liaison
- SLAM Stakeholder Event Planning

### **Admin:**

- Ongoing development/population of website.
- Ongoing organisation of shared folder.
- Ongoing development/population of contacts database.
- Preparation for the Launch Event.
- LINK Executive Meeting, minute taking, 13.08.08
- Design/order/collection of launch posters.
- Design of paper/electronic forms.
- Preliminary design of popup banner.

## September

### **Develop Policies and Procedures:**

- Draft Governance Framework

### **Meetings:**

- South London Cardiac and Stroke Network
- Younger Adults Partnership Board
- Local Assemblies
- LINKs Statutory Sector Liaison Meeting
- Healthier Communities Select Committee
- Adult Strategic Partnership Board
- Former members of UHL PPI Forum
- LINK Executive
- LINK Team Meeting
- Individual Budgets Group

**Launch of Lewisham LINK, 11 September ~ Planned, organised and facilitated.** Staff time was spent with organising the launch including: advertising the event; room bookings; obtaining items needed for the event; putting together event packs; setting up the venue; registering attendees of the event, facilitating at the event and all post-event duties. (Appendix 1)

### **Outreach activities:**

- Emmanuel Pentecostal Church, community event
- Rushey Green Timebank and Nexus services Time to grow event.
- Lewisham Disability Coalition, AGM
- Lewisham Speaking Up Group, AGM
- Visit to resident of Beckenham Hill Estate who had requested a visit to discuss issues
- Volunteer Centre Lewisham, AGM

### **Training:**

- Mental Wellbeing Impact Assessment training, SLAM ~ Two members of staff and a member of the Executive attended.

### **Events:**

- A member of the Executive attended the “Towards a Strategy to Support Volunteering in Health & Social Care Consultation”
- Reachin’ Out – 21 Years, Family ISIS

### **Information distribution:**

- Creation email members distribution
- Regular email information distribution to Executive members

### **Admin:**

- Ongoing development/population of website.
- Ongoing organisation of shared folder.
- Ongoing development/population of contacts database.
- Completion/order of popup banner.
- Preparation for the Launch Event.